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IDENTIFIERS *Career Alert Planning Program

ABSTRACT

This booklet of Worksheets for the Career Alert Planning (CAP) program is one of the 14 components (see note) of a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the working conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. These Worksheets are provided for participant use with the activities in each of the 10 Job Function Booklets. For each of the forty occupations explored in the series, one to four worksheets are provided to give participants information necessary to do the activities. Each worksheet is keyed to the occupation for which it contains material. Space is provided for participants to write on the worksheets, and the worksheets are illustrated with line drawings. (KC)

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Worksheet 1a
Lawyer

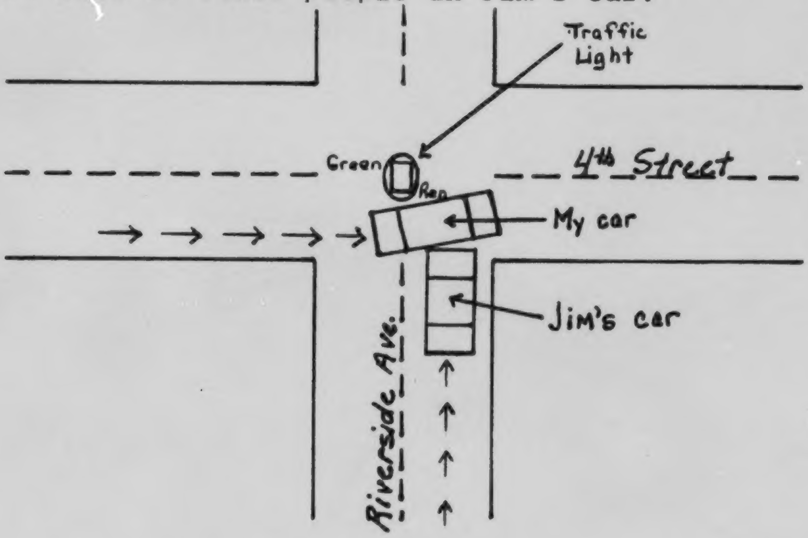
Client Fact Sheet

Today is March 30, 1978.

Your name is Pat Simmons. You came to the lawyer today because you were in a car accident. You want to sue the driver of the car that hit your car. You want the lawyer to get money from the other driver's insurance company. This money will pay your medical bills. It will pay the cost of fixing your car.

You are the client. You must tell the lawyer what happened. The lawyer will ask you questions. You will give the lawyer these answers:

On March 14, at 2:00 p.m., I was driving my 1969 Buick on 4th Street. Jim Morton was driving a 1972 Maverick on Riverside Avenue. Jim did not stop at the red light on Riverside Avenue at 4th Street. He hit my car. There were no other people in my car. There were no other people in Jim's car.



The police came. They found two WITNESSES (people who saw the accident). Both witnesses said Jim did not stop at the red light. The police wrote a report. The report said the accident was Jim's fault. The police gave Jim a traffic ticket.

Jim and I went to Riverside Hospital. I hurt my head. Jim had a hurt arm. Doctor Smith said Jim could go to work the next day. Doctor Smith told me to stay in bed for two days. I did not go to work. I lost $49.00 in pay.

Last week I took my car to an auto mechanic. I will have to pay $600.00 to fix my car.

Yesterday I got the hospital bill. I must pay:

a. $30.00 for the doctor
b. $20.00 for the hospital
c. $10.00 for medicine to stop the pain in my head

Other information for the lawyer:

My address: 1635 Woodward Avenue

Phone number: 675-0042

Employer: Hunter Camera Company

Age: 18

Insurance company: Citywide Insurance

Other driver's address: 721 Sylvan Road

Phone number: 221-7676

Employer: Nash Chemical Company

Age: 25

Insurance company: Rockland Insurance Company

Lawyer: Harold Ross

Witnesses: Yvonne Lawrence

Gary Mullins

Worksheet 1b
Lawyer

Interview Sheet

Date________________ Case Number 60636

Name of client____________________________________

Address____

Age______ Phone number____________________ Employer____________________

Insurance company_________________________________ ____________________

Name of person being sued_________________________________

Address____

Age______ Phone number____________________ Employer____________________

Insurance company_________________________________ ____________________

Lawyer____

About the accident:_____________________________

____ Place____________________

____ ____________________

Date_________ Time_________

Was there a police report?______

Were there witnesses (People who saw the accident)?______

Names of witnesses:____________________

____

____

Were there other people in the client's car?______

Names of the other people:____________________

____

Was anyone hurt?______

How were they hurt?____

____

Were client or others treated in hospital? ______

Did client lose any salary because of being hurt? ______

How much? ____________

Medical bills from accident:

Add:

1. Medicine: ____________
2. Doctor's bill: ____________
3. Hospital bill: ____________
4. Other bills: ____________

TOTAL BILLS: ____________

What kind of car does client drive? ________________________________

How much will it cost to fix car? ________________________________

Other notes: ________________________________

____

____

____

____

____

Worksheet 2
Child Care Attendant

PROBLEM	WHAT HAPPENED?	WHY IS THE CHILD ACTING THIS WAY? THE CHILD IS	HOW CAN YOU HELP?
1. bites	Meg is mad at Tom. She doesn't want to play with him. Meg grabs his arm and bites him.	peppy angry bored	Tell Meg that she is mean. Spank her. Don't give her lunch. Give Meg an apple to bite. Tell Meg that biting hurts others. Explain that she doesn't have to play with Tom. She can play with another friend.
2. bothers others	Susan is building a house with blocks. Jeff has been playing with blocks all morning. He knocks over Susan's house.	angry bored selfish	Spank Jeff. Show Jeff something else to do. Feed Jeff.
3. doesn't share	Lori has been playing with the fire truck all morning. She won't let anyone else play with it.	tired bored selfish	Explain that all the children must take turns playing with toys. Grab the truck and give it to someone else. Send Lori to bed.

PROBLEM	WHAT HAPPENED?	WHY IS THE CHILD ACTING THIS WAY? THE CHILD IS	HOW CAN YOU HELP?
4. cries	Matt did not take a nap. Now he is lying on the floor crying. He doesn't want anyone to get near him.	angry tired peppy	Hug Matt. Send Matt out to play. Put Matt in bed. After he rests he will feel like playing.
5. is noisy	Mary Jo is running around the room. She is making lots of noise. She is bothering children who are trying to read.	peppy tired angry	Give Mary Jo a book to read. Send Mary Jo outside to join other children in a game of "Tag." Yell at Mary Jo. Tell her to stop.
6. kicks	Tony runs up to Carmen and kicks her. He is mad because she doesn't want to play ball with him.	angry peppy bored	Kick Tony so he knows how it feels. Show Tony that he has hurt a friend. Point out that Alice wants to play ball with someone. Give Tony some candy.
7. is sad	Kevin is sad that his parents are at work. He follows you around. He wants to be near you.	lonely angry selfish	Give Kevin some ice cream. Tell Kevin to go away. Say that you are busy. Ask Kevin if he would like to help you. Tell him how much you like him.

Worksheet 3
Travel Agent

Peak Travel Service
Client Statement

Client's name____________________

Client's address____________________

City__________ State________ Zip______

Hotel/motel____________________

Address	City	State/Country
Number of Persons	Dates: from to	
Number of Days	Daily Rates	Total Hotel Rate
	Tax:	
Total Hotel Costs:		
Flight Number	Number of Tickets	
Leave Date	time	
Return Date	time	
Departs from	Arrives at	
Rate per Ticket	Total Airline Rate	
Tax per Ticket	Total Airline Tax	
Total Airline Costs:		

TOTAL AMOUNT DUE = ____________________ $__________

Agent____________________

Worksheet 4a

Employment Counselor

Employment Application

DATE	LAST NAME	FIRST	MIDDLE	U.S. CITIZEN	Date of birth	height	weight
3/8/78	Tyrone	Anne	Marie	[✓ yes] no	1/2/55	5'6"	120 lbs.

Home address	Phone number	Social Security Number
1440 Ritmira Dr., Columbia, Ohio	441-2729	210-06-4113

Are you employed now?	Place of employment	Address of employer
yes [✓ no]	—	—

What kind of job do you want?	When can you start work?
any kind	now

Job skills

typing	[✓ yes] no
shorthand	[✓ yes] no
sales	yes [✓ no]
driver's license	[✓ yes] no
office machines	[✓ yes] no

If yes, what machine? duplication

How is your health?
[✓ good] fair poor

Education

School name	Address	Dates attended	Did you graduate?	Degree	Courses
Franklin High School	Laneer, Michigan	1968-1972	[✓ yes] no	diploma	business program
			yes no		
			yes no		

References

Name	Address	Phone number	Occupation
1. Cliff Lash	406 Eldridge, Columbia, Ohio	879-4373	drafter
2. Vicki Trotter	161 Bright, Columbia, Ohio	476-0080	homemaker
3. Michelle Oaks	2591 Charles, Laneer, Michigan	861-6594	computer operator
4. Wayne Harvey	150 Midland, Laneer, Michigan	224-6073	minister

Job History. Show present or latest job first.

1. Name of employer or company	Address	Phone number
Curtin Company	27 N. Powell, Lancer, Michigan	263-1878
Job title	Supervisor	Dates worked
typist	Alex Anderson	9/74 to 2/78
Job duties	Reason for leaving	
answer phone, type letters and forms, file, greet clients	moved to Ohio	
2. Name of employer or company	Address	Phone number
Excel Publishers	40 E. Rhodes, Lancer, Michigan	331-2784
Job title	Supervisor	Dates worked
receptionist	Rebecca Watts	6/72 to 9/74
Job duties	Reason for leaving	
answer phone, greet clients, some typing	accepted a better job	
3. Name of employer or company	Address	Phone number
Job title	Supervisor	Dates worked
Job duties	Reason for leaving	

Worksheet 4b
Employment Counselor

JOB SHEET #1

Employer Murray's Department Store Date March 3, 1978

Address 1445 Marion City Columbia State Ohio

Phone number 297-6388 Job title Sportswear Department Manager

Description of job:

☐ Job skills needed: sales ability, accounting skills, supervise other sales workers

☐ Experience needed: 1 year's experience as a department manager

☐ Education needed: 2 years at fashion design school

Worker will report to: Al Wertz Title Store Manager

Job location: Murray's Department Store

Name of client suited for job: ______

JOB SHEET #2

Employer Lind Medical Clinic Date March 1, 1978

Address 811 North High City Columbia State Ohio

Phone number 471-2134 Job title Medical Secretary

Description of job:

☐ Job skills needed: type medical records, file charts

☐ Experience needed: 1 year's experience as medical secretary

☐ Education needed: high school diploma

Worker will report to: Dr. Joan Talman Title Director

Job location: Office 101-B, 811 North High

Name of client suited for job: ______

JOB SHEET #3

Employer Miller Manufacturers Date March 4, 1978

Address 237 Williams City Columbia State Ohio

Phone number 377-6273 Job Title Salesperson

Description of job:

☐ Job skills needed: sell equipment

☐ Experience needed: 1 year as sales person

☐ Education needed: high school diploma

Worker will report to: Ed Miller Title owner of company

Job location: worker will travel; office in Miller Building

Name of client suited for job: ____________

JOB SHEET #4

Employer Midwest Business Office Date March 3, 1978

Address 1410 Hill Street City Columbia State Ohio

Phone number 497-1001 Job title Clerk typist

Description of job:

☐ Job skills needed: typing (70 words a minute), shorthand (120 words a minute), filing

☐ Experience needed: 6 months' experience in office work

☐ Education needed: high school diploma

Worker will report to: Anne Mays Title Office Manage

Job location: 1410 Hill Street Office 14

Name of client suited for job: __________

JOB SHEET #5

Employer Fritz and Young Cab Company Date March 1, 1978

Address 300 N. West Ave. City Columbia State Ohio

Phone number 284-7634 Job title driver

Description of job:

☐ Job skills needed: driving a cab, collecting money from riders

☐ Experience needed: none

☐ Education needed: high school diploma

Worker will report to: Ralph Young Title

Job location: 300 N. West Avenue

Name of client suited for job:

JOB SHEET #6

Employer NCL Foods Date March 2, 1978

Address 481 Dayton City Columbia State Ohio

Phone number 631-1191 Job title Supervisor

Description of job:

☐ Job skills needed: supervise waiters, order supplies

☐ Experience needed: 2 years' experience as a supervisor

☐ Education needed: high school diploma

Worker will report to: Terry Clark Title Personnel Manag

Job location: NCL Restaurant, 18 Howard Avenue

Name of client suited for job:

JOB SHEET #7

Employer Glenwood Grill Date March 5, 1978

Address 6121 Glenwood City Columbia State Ohio

Phone number 742-4437 Job title grill cook

Description of job:

☐ Job skills needed: cooking on restaurant grill

☐ Experience needed: 3 months as grill cook

☐ Education needed: high school diploma

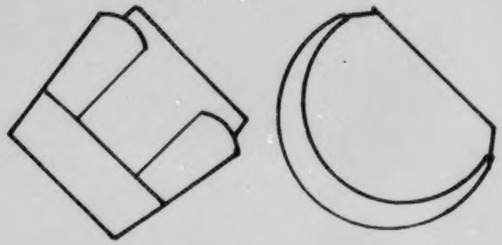
Worker will report to: Nancy Boe Title Manager

Job location: 6121 Glenwood, Office 8

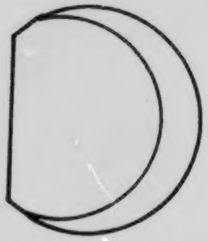
Name of client suited for job: ____________

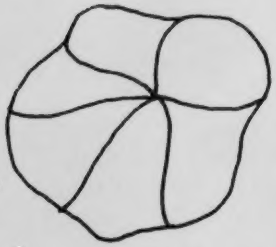
Worksheet 5
Interior Designer

FURNITURE SHAPES A

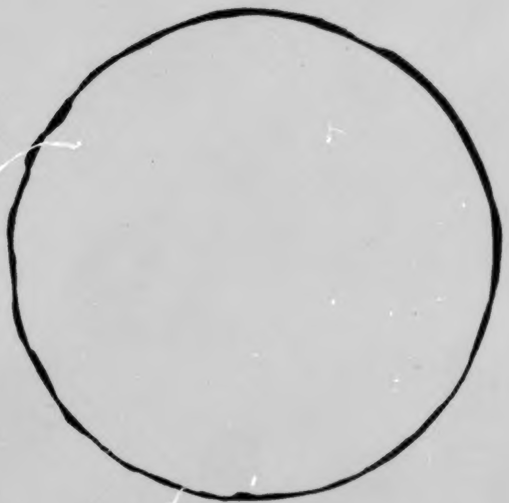


CHAIRS

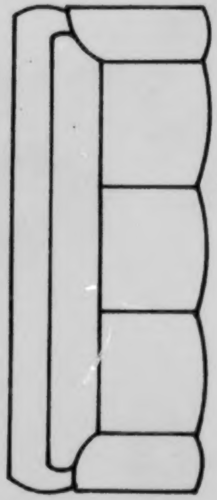




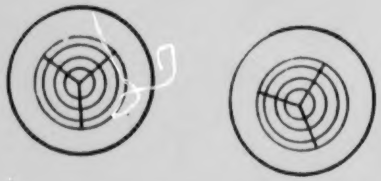
"BEAN BAG" CHAIR



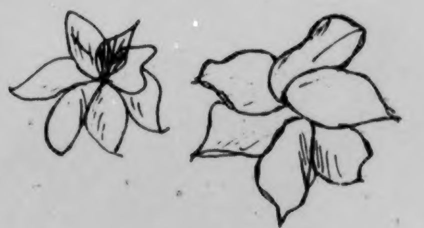
RUG



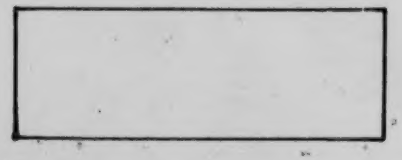
SOFA



LAMPS



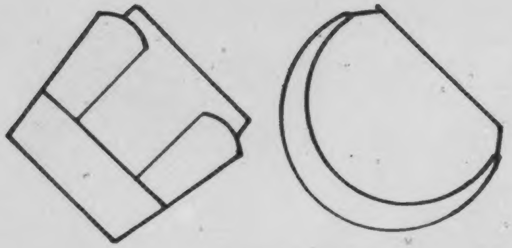
FLOOR PLANTS



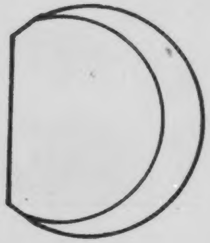
COFFEE TABLE

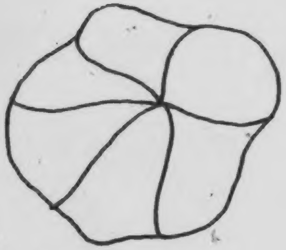
FLOOR PLAN A

FURNITURE SHAPES B

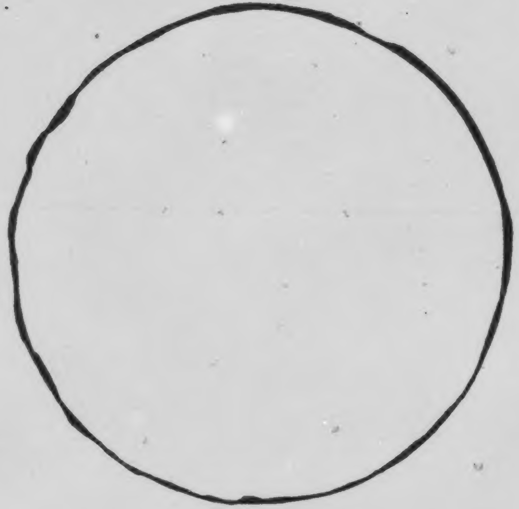


CHAIRS

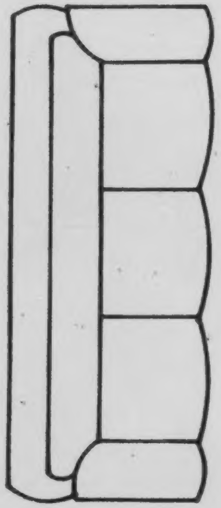




"BEAN BAG"
CHAIR



RUG



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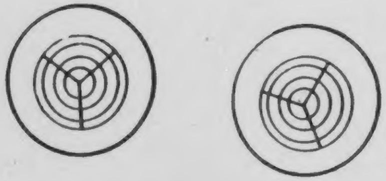
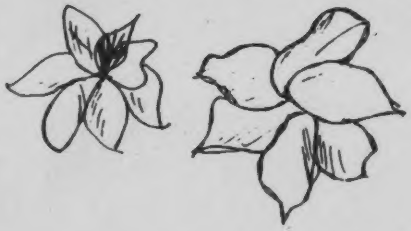


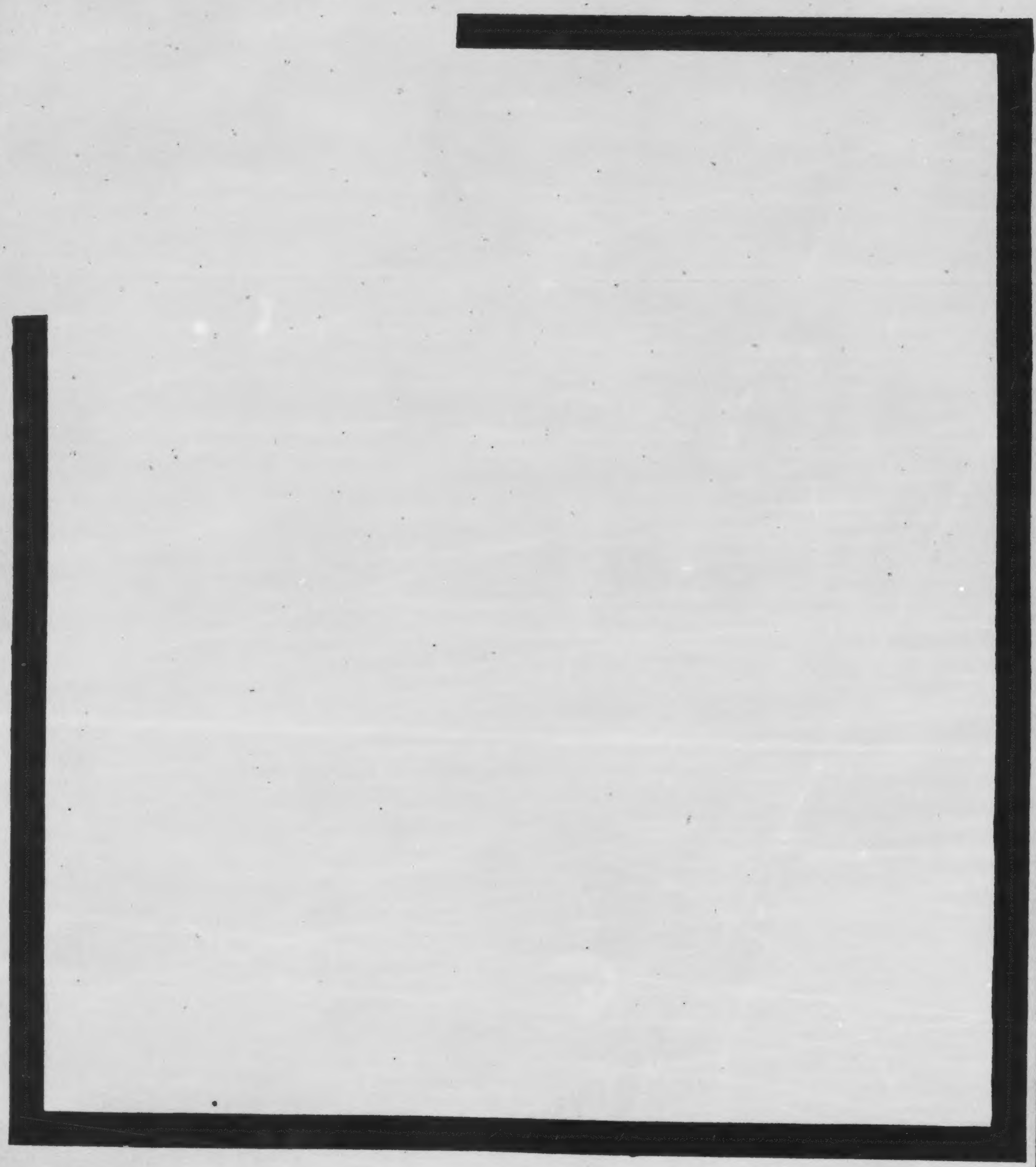
LAMPS



FLOOR PLANTS

COFFEE TABLE

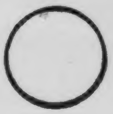
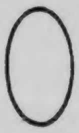
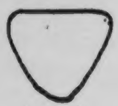
FLOOR PLAN B



Worksheet 6
Hair Stylist

Styling Hints

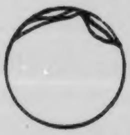
Face Shape

			
ROUND	LONG	HEART SHAPE	SQUARE
Style with height on top, hair close at sides of face.	Style with fullness at sides but not on top.	Style with fullness at sides of face below ears.	Style with fullness from ears up, hair short or close from ears down.

Hair Texture

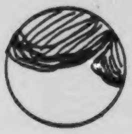
FINE	AVERAGE	COARSE
Will seem fuller if length is short or medium; may not stay in place easily, so keep it simple.	Will style and stay easily.	Will stay in place easily; do not style with too much fullness.

Hairline



HIGH

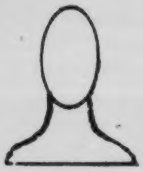
Style with less height.



LOW

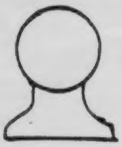
Style with more height.

Neck



LONG

Style should be full at the sides, long at the neckline.



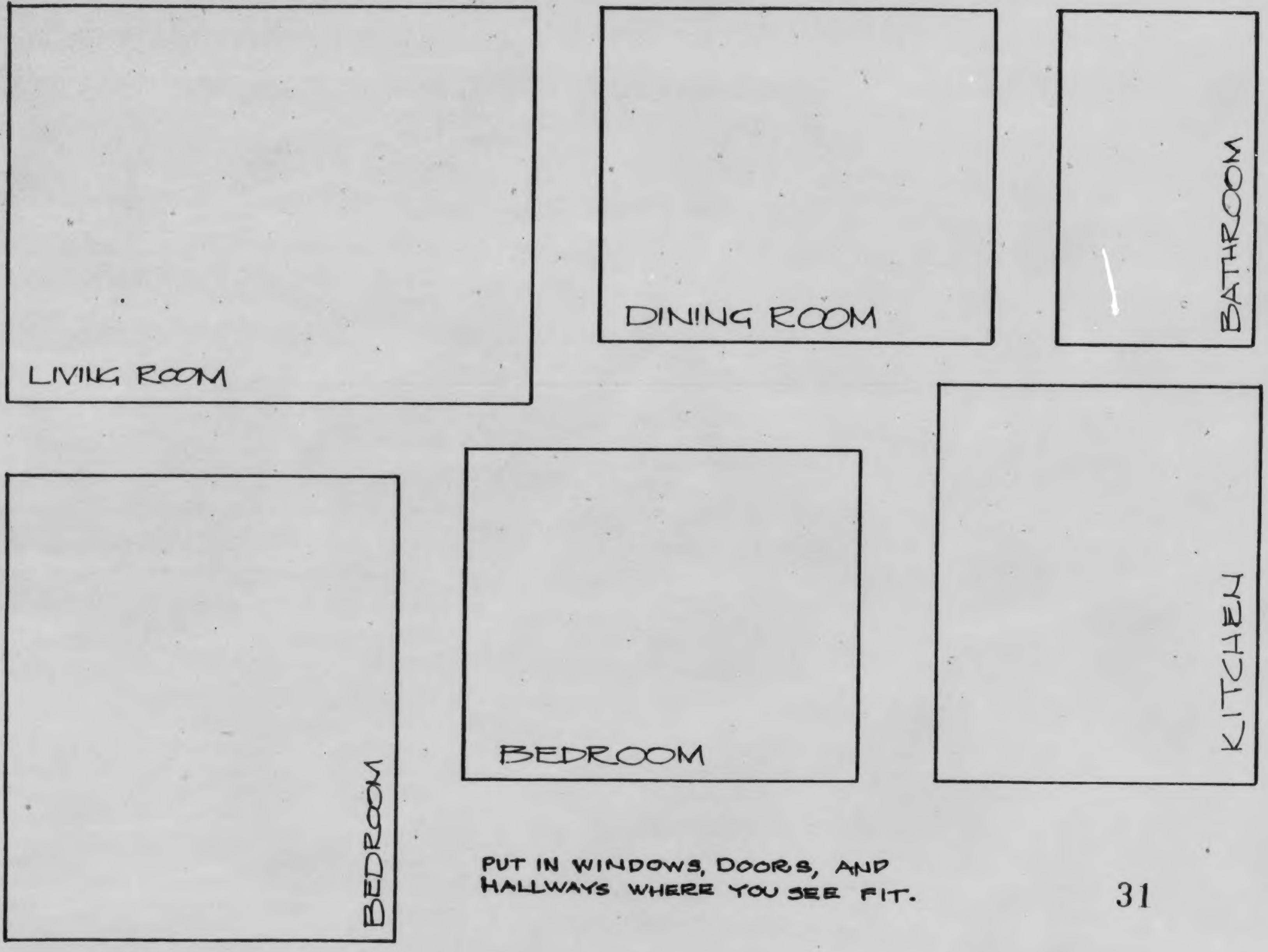
SHORT

Style should be short at the neckline.

Curls or waves?
USE THEM! GUIDE THEM WITH ROLLERS.

Worksheet 7
Architect

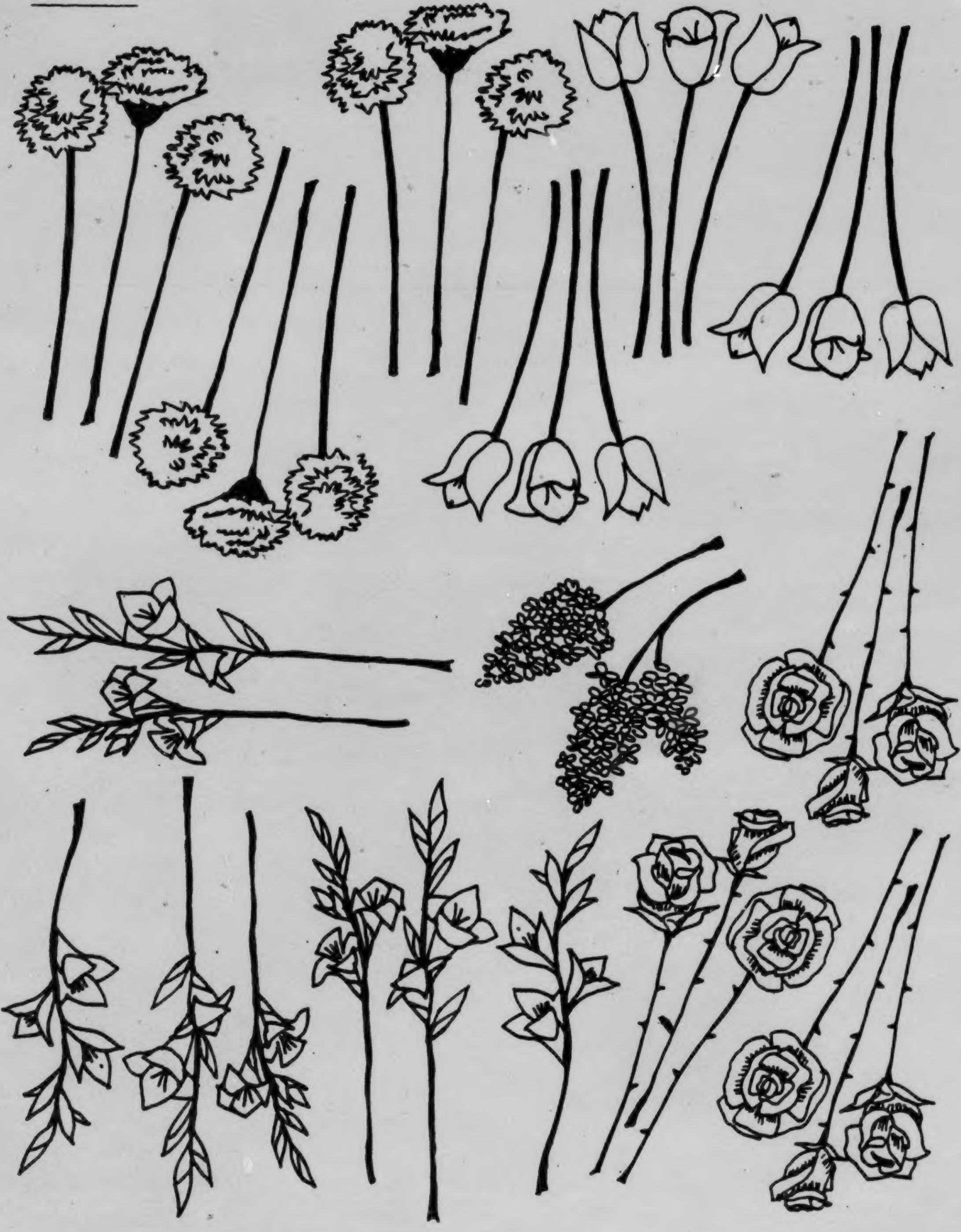
Room Shapes


LIVING ROOM
DINING ROOM
BATHROOM
BEDROOM
BEDROOM
KITCHEN

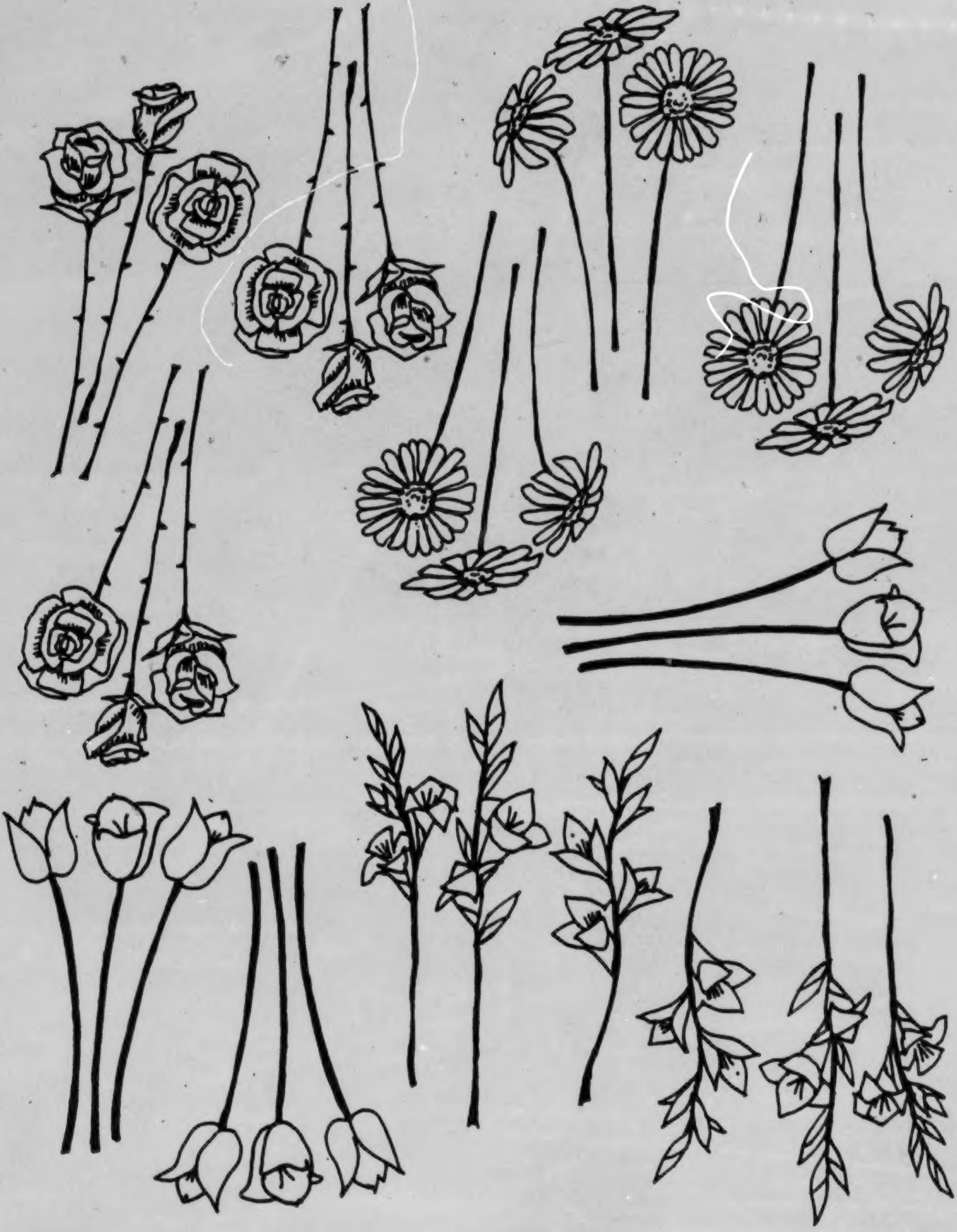
PUT IN WINDOWS, DOORS, AND HALLWAYS WHERE YOU SEE FIT.

Worksheet 8a
Florist

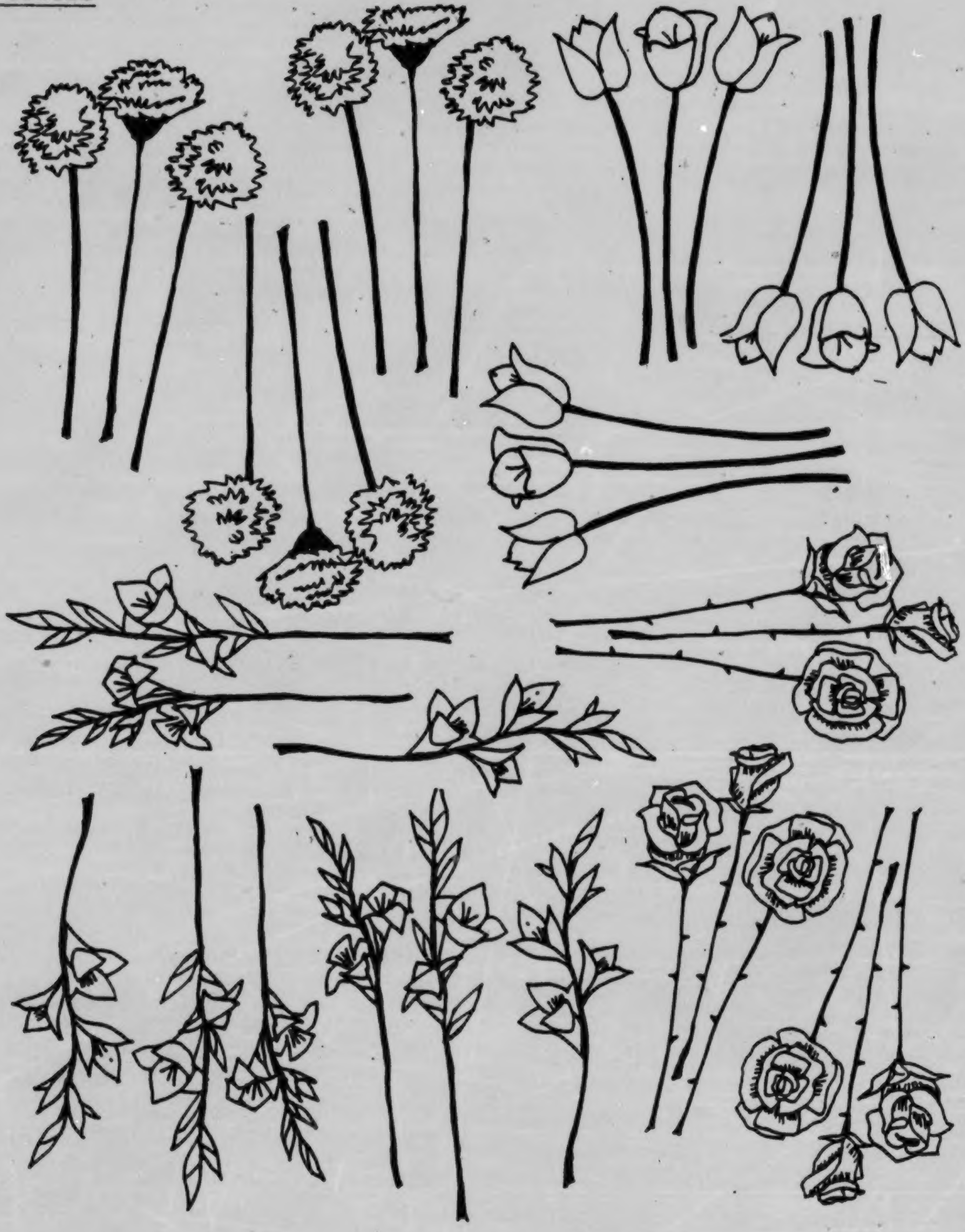
Flowers



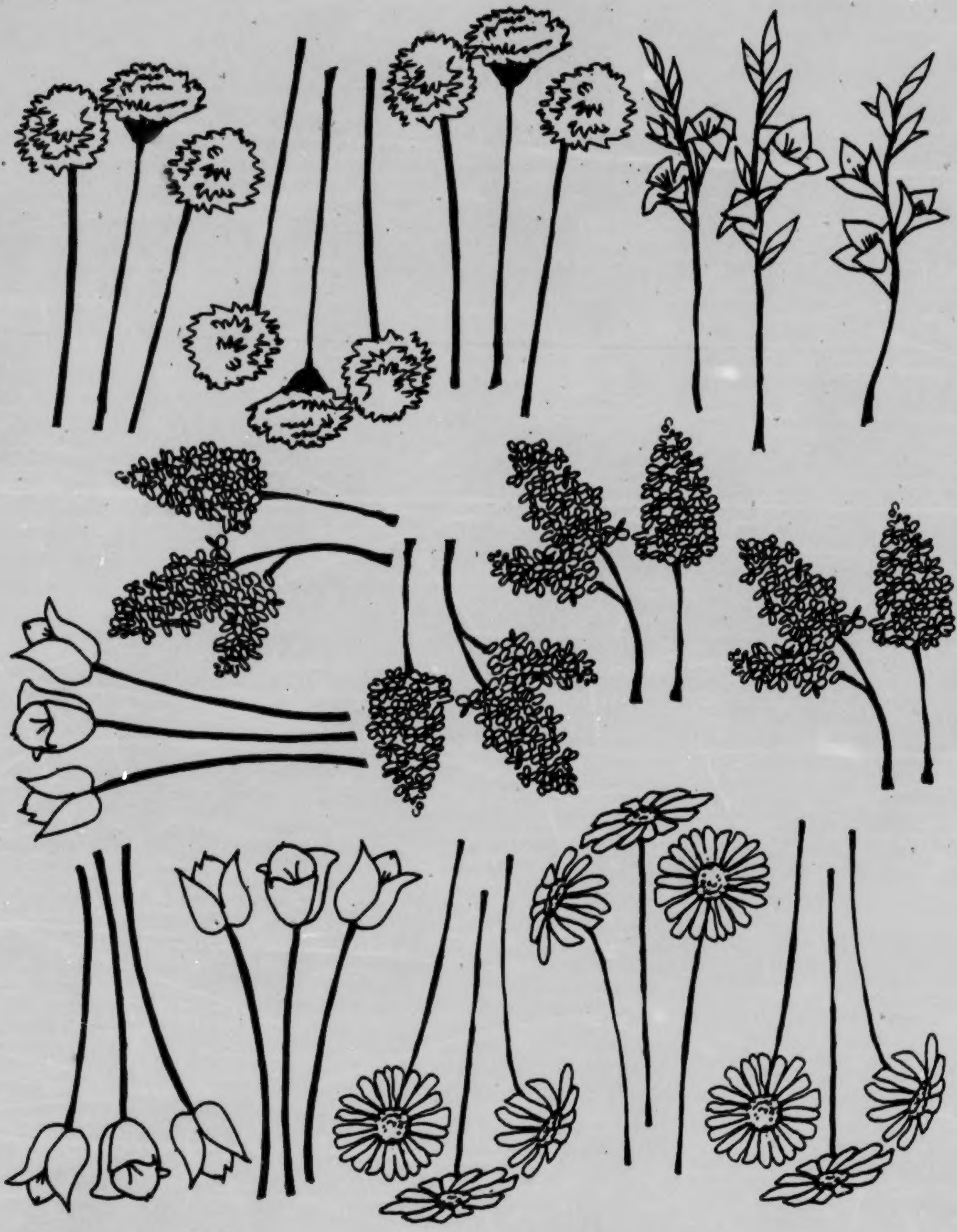
Flowers



Flowers



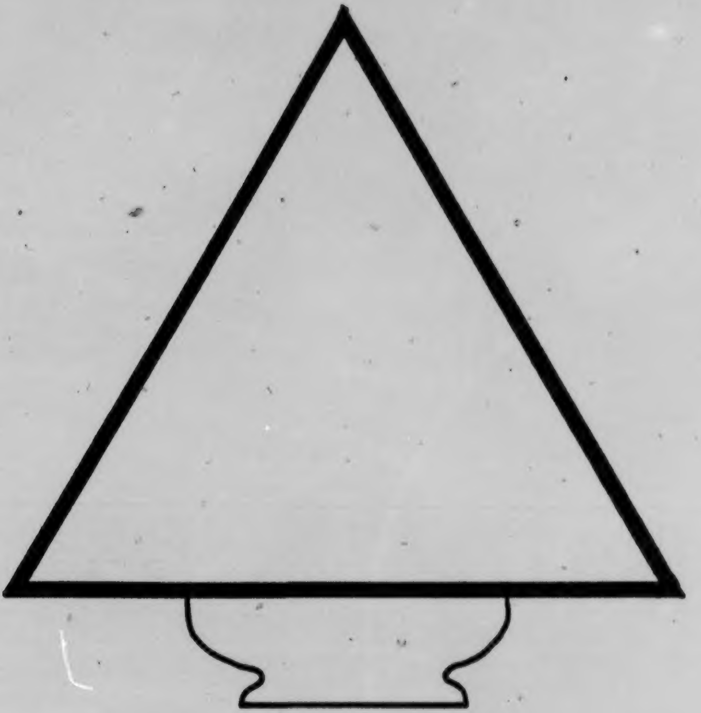
Flowers



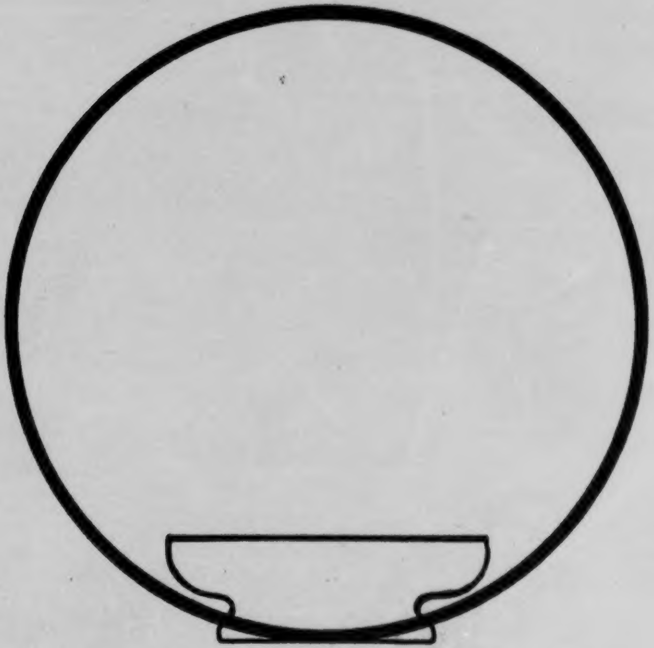
Worksheet 8b
Florist

Shapes

triangle

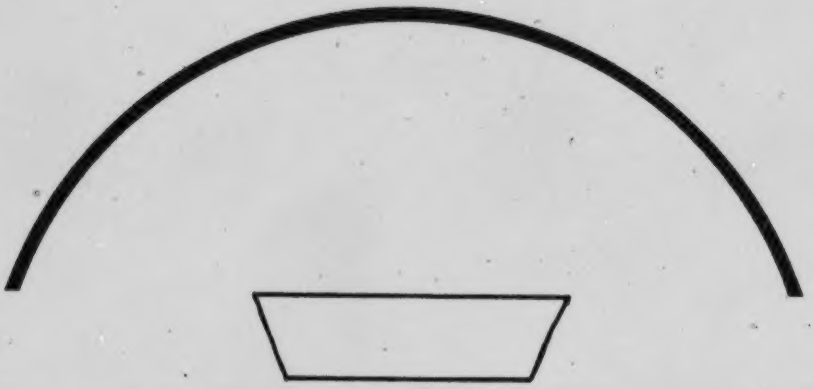


circle

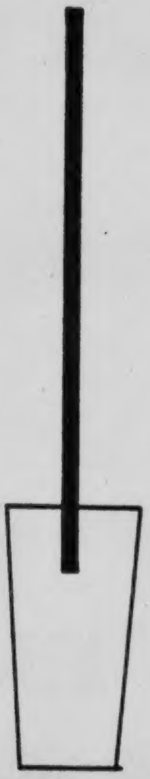


Shapes

curve



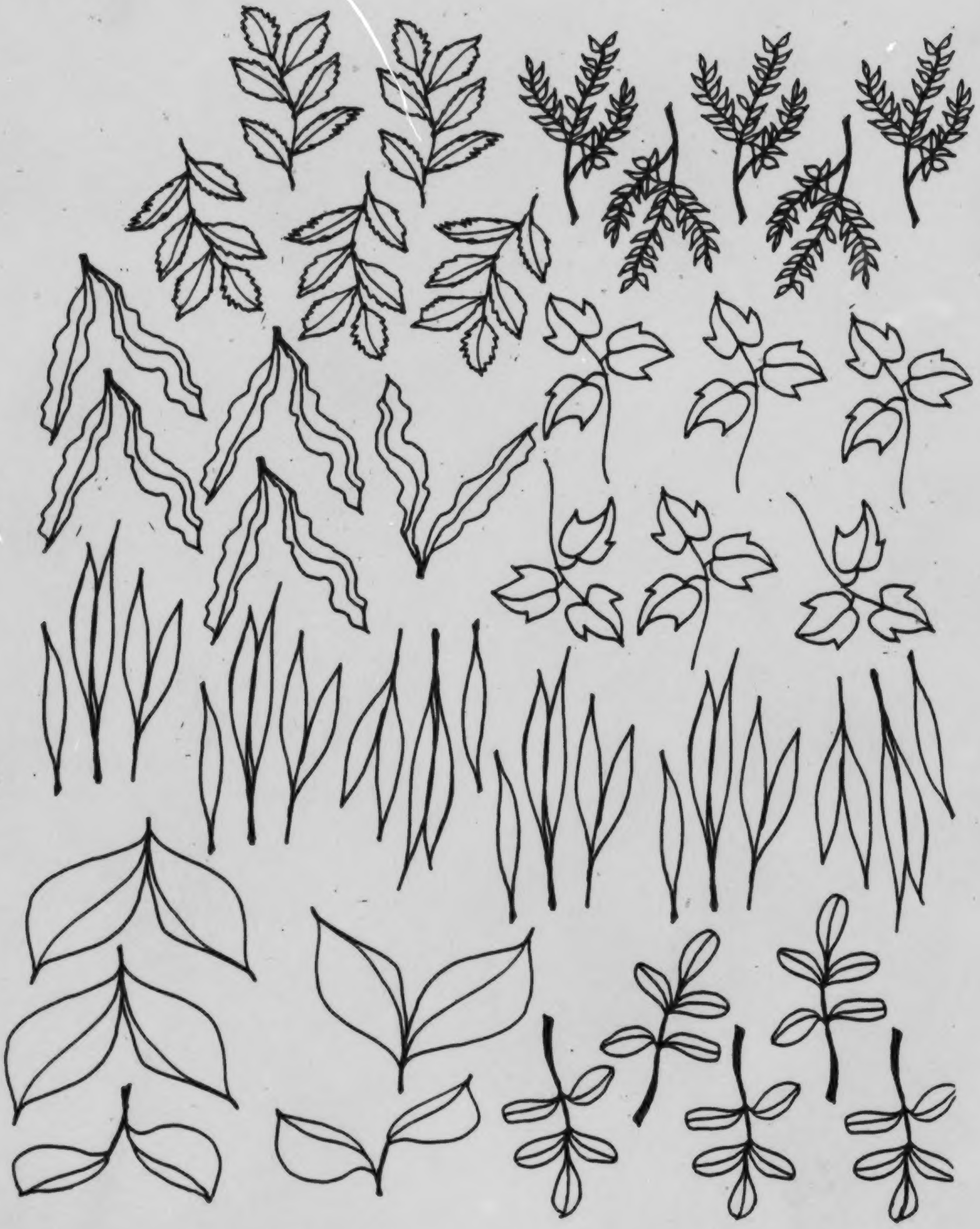
torch



Worksheet 8c

Florist

Leaves

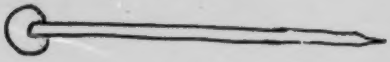


Worksheet 9a

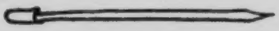
Carpenter

First, circle the right name for each of the nails below.

Finishing nail or
common nail

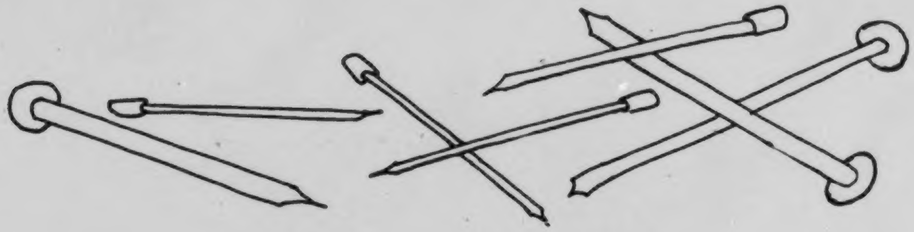


Finishing nail or
common nail



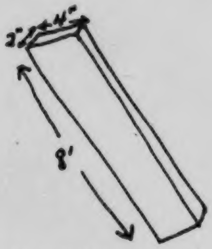
Look on page 15 of your Job Function booklet. See if you are right.

Next, label each finishing nail below by putting an F on the head of the nail:



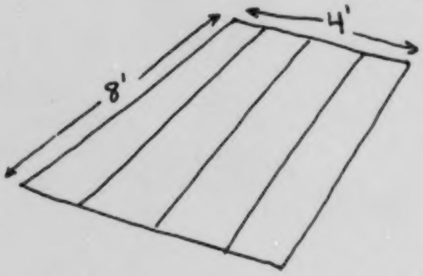
How many finishing nails did you label? Four? Good!

Now draw an arrow from each word below to the correct picture:



wall stud

panel



The wall stud is on the left, and the panel is on the right.

Worksheet 9b
Carpenter

Fill in the spaces below.

Building materials	Length	Width	How far apart? or How many times used?
Wall studs			
Paneling			
Common nails			
Finishing nails			

How many nails are in one pound of . . .

common nails? _______

finishing nails? _______

Check your answers with the key on the back of this page.

Key

Building materials	Length	Width	How far apart? How many times used?
Wall studs	8'	4"	16" apart
Paneling	8'	4'	next to each other
Common nails	3"		6 per stud
Finishing nails	2"		20 per sheet of paneling

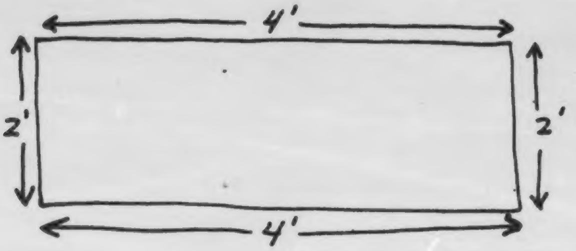
Common nails = 75

Finishing nails = 300

Worksheet 9c

Carpenter

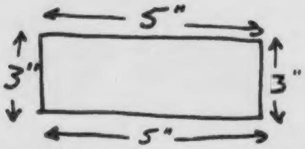
Find the perimeter of this room. To find the perimeter, add up the length of the 4 sides of the room.



+ 2 ft.
+ 4 ft.
+ 2 ft.
+ 4 ft.
12 ft.

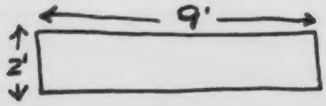
Now, find the perimeters of the rooms below.

1.

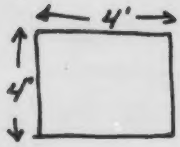


Did you get 16 inches? That's right!

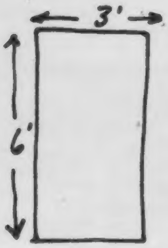
2.



3.



4.



The correct perimeters are:

2. 22 ft.
3. 16 ft.
4. 18 ft.

Now you know how to find the perimeter. Go back to page 20 in PERFORM.

Worksheet 9d

Carpenter

Fill in the information missing in the blanks below.

1. Room dimensions = _______ long
   _______ wide

2. Perimeter of room (in feet) = _______ feet

3. Perimeter of room (in inches):

   Perimeter in feet
   x 12
   Perimeter in inches = _______ inches

4. Number of wall studs:

   number of studs
   16/perimeter (in inches) = _______ studs

5. Number of panels:

   number of panels
   4/perimeter (in feet) = _______ panels

6. Number of common nails:

   studs
   x 6
   common nails = _______ common nails

7. Pounds of common nails:

   pounds
   75/common nails = _______ pounds of common nails

8. Number of finishing nails:

   panels
   x 20
   finishing nails = _______ finishing nails

9. Pounds of finishing nails:

   pounds
   300/finishing nails = _______ pounds of finishing nails

Worksheet 10a

Painter

PART 1

Look at the sketch of the house on page 41 of your Job Function booklet. List the parts of the house that are rectangle-shaped.

1. ____
2. ____
3. ____
4. ____

Did you list the (1) side walls, (2) facing walls--front and back, (3) the windows, and (4) the front door? Then you are right!

Now . . .

Fill in the length and width of each part of the house that is rectangle-shaped. (The length is the measure of the longest side; the width is the measure of the shortest side.)

Part of house	Length	Width
2 side walls		
2 end walls (front and back)		
10 windows		
1 front door		

PART 2

Look again at the sketch of the house on page 41 of your Job Function booklet. List the parts of the house that are triangle-shaped.

1. ______________________________

2. ______________________________

Did you list (1) the diamond-shaped part above the front end of the house and (2) the diamond-shaped part above the back end of the house? Then you are right!

Now . . .

Fill in the dimensions of those triangles.

Parts of the house	Length	Width
2 parts above the front and back ends of the house		

Check your answers to Part 1 and 2 with the key below. If they are not the same, work until you get the right answers. Then, continue with your PERFORM task.

Part of the house	Length	Width
2 side walls	40'	20'
2 end walls (back and front)	20'	20'
10 windows	4'	3'
1 front door	7'	3'
2 triangles above the end walls (front and back)	20'	10'

PART 3

Write the area of each rectangle-shaped outside wall in the spaces below.

2 side walls   Area

40' x 20' = __________ x 2 = __________

1 front end wall

20' x 20' = __________

1 back end wall

20' x 20' = __________

Total area of rectangle-shaped outside walls = __________

PART 4

Write below the area of each rectangle-shaped part of the house that is not to be painted.

1 front door

7' x 3' = __________

10 windows

4' x 3' = __________ x 10 = __________

Total unpainted area = __________

PART 5

Write below the area of the triangle-shaped parts of the house.

2 parts above the front and back ends of the house

20' x 10' = __________ x 2 = __________

Total area of triangle-shaped parts of the house __________

PART 6

Write below the total area to be painted.

Total area of rectangle-shaped walls
+
Total area of triangle-shaped walls = ________
Total wall area = ________

- Total area of unpainted parts of house = ________
Total area to be painted ________

PART 7

Write below the total area to be covered using two coats of paint.

Total area to be painted =
x 2 coats x 2

Total area to be covered when using two coats of paint

PART 8

Write below the number of gallons of paint you will need to cover the area.

gallons ________
400/area to be covered

Gallons of paint = ________

Key

PART 3

To find the total area of the rectangle-shaped walls:

20' x 40' = 800 x 2 = 1600 sq. ft.
20' x 20' = 400 sq. ft.
20' x 20' = 400 sq. ft.

Total area of rectangle-shaped outside walls = 2400 sq. ft.

PART 4

To find the area of the rectangle-shaped part of the house that is not to be painted:

7' x 3' = 21 sq. ft.
4' x 3' = 12 x 10 = 120 sq. ft.

Total unpainted area = 141 sq. ft.

PART 5

To find the area of the triangle-shaped parts of the house:

10' x 20' = 200 x 2 = 400 sq. ft.

PART 6

To find the total area to be painted:

Total area of rectangle-shaped outside walls = 2400 sq. ft.
+
Total area of the triangle-shaped parts of the house = 400 sq. ft.

Total wall area = 2800 sq. ft.
- Total unpainted area = - 141 sq. ft.
Total area to be painted = 2659 sq. ft.

PART 7

To find the total area to be covered when using two coats of paint:

2659 x 2 = 5318 sq. ft.

PART 8

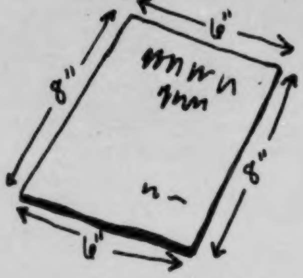
To find the number of gallons of paint you will need:

$\begin{array}{r} 13 \\ 400\overline{)5318} \end{array}$ = 13¼ or 14 gallons of paint

Worksheet 10b
Painter

Area of rectangle = length x width

1. Find the area of this book's front cover:



1. Notice that the two long sides (opposite each other) have the same measurement. The two short sides (also opposite each other) have the same measurement.

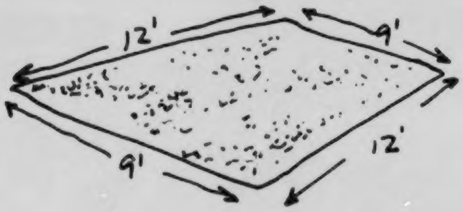
This is true for all rectangles, that opposite sides of rectangles are equal.

2. Multiply the length by the width:

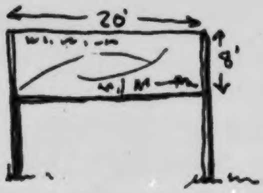
   8" x 6 " = 48 square inches

3. Notice that your answer is in square inches. If you multiply feet by feet, what would your answer be? Right--square feet.

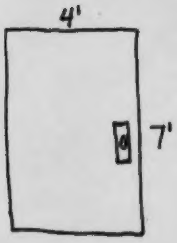
2. Find the area of this rug:



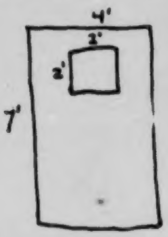
3. Find the area of this billboard:



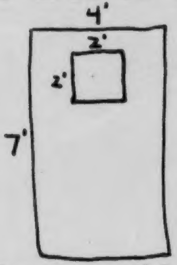
4. Find the area of this door:



5. Find the area of the window in this door:



6. If you were going to paint this door, what area would you paint? Think . . . You don't want to paint the window. You will have to start with the area of the door and take away the area of the window.



  Area of door
- Area of window

  Area to be painted

Turn this sheet upside down. Check your answers with the key.

Key:

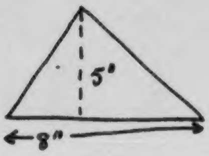
2. 108 square feet
3. 160 square feet
4. 28 square feet
5. 4 square feet
6. 24 square feet

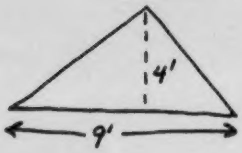
Go back to page 43 of PERFORM in your Job Function booklet.

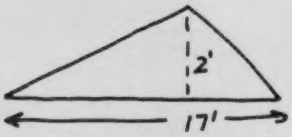
Worksheet 10c
Painter

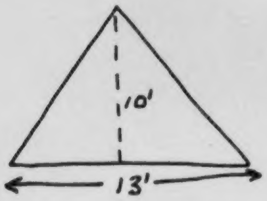
Area of triangle = ½ x base x height

Find the area of the triangles below:

1.  ½ x 8" x 5" =

2. 

3. 

4. 

Turn this sheet upside down. Check your answers with the key. If you understand how to find these areas, you are ready to go back to PERFORM, page 46 in your Job Function booklet.

Key:

1. 20 square inches
2. 18 square feet
3. 17 square feet
4. 65 square feet

Worksheet 11a
Roofer

Use words from the list below to finish these sentences correctly:

280
estimate
overlap
wood
roofs
hammers
weight
one
three
four

1. Shingles are used to cover ____________________.

2. Roofers ____________________ the amount of material needed to do a job.

3. Shingle nails are sold by ____________________.

4. Roofers put the shingles on a roof so that they ____________________.

5. Roofers use knives and ____________________ as tools.

6. Shingles are sometimes made of ____________________.

7. Shingles are _______ foot wide and __________ feet long.

8. Each shingle has ____________________nails.

9. ____________________ shingle nails equal one pound.

Check your sentences with the key below. When your answers are correct, go back to the task in PERFORM.

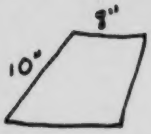
Key:

1. roofs
2. estimate
3. weight
4. overlap
5. hammers
6. wood
7. one, three
8. four
9. 280

Worksheet 11b
Roofer

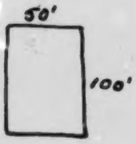
Area of a rectangle = length x width

1. Find the area of this piece of paper:

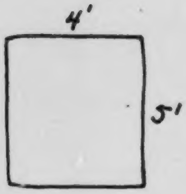


Did you multiply 10" x 8" to get 80 square inches? Did you remember that inches x inches = square inches? Area is always in square measurements.

2. Find the area of this field:



3. Find the area of this window:



Check your answers with the key below. When you have practiced finding areas, you are ready to go ahead with your roofer's job in the activity.

Key:

2. 5000 square feet
3. 20 square feet

Worksheet 11c

Roofer

PART 1 Write the dimensions of the roof in the spaces below.

Roof = ____________________ length

____________________ width

PART 2

____________________ length

x ____________________ width

area of one side of the roof

x ____________________ 2 = total area of roof (sides 1 & 2)

PART 3

total area of roof

x ____________________ 3 number of shingles in each area

= ____________________ area you will cover with shingles

PART 4

3'/ ____________________ (number of shingles)

(area you will cover with shingles)

PART 5

number of shingles

x ____________________ 4 nails per shingle

= ____________________ number of nails you will need

PART 6

280/ ____________________ (pounds of nails)

(roof nails you will use)

Size of the roof: 700 sq. ft.
Total area of the roof: 1400 sq. ft.
Area to be covered by shingles: 4200 sq. ft.
Number of shingles needed: 1400
Number of nails needed: 5600
Pounds of nails needed: 20

Key:

Worksheet 12a
Drafter

Match the word on the left with the word on the right that means the same thing. (Put its letter in the space on the left.)

1.	_____ architect	a.	copy of a finished drawing
2.	_____ print	b.	protects gyp board
3.	_____ gyp board	c.	designer
4.	_____ drafter	d.	makes exact drawings
5.	_____ corner bead	e.	wall board
6.	_____ rough drawings	f.	not showing details

Check your matches with the key below. When you and the key agree, return to the drafter's task in PERFORM.

Key:
1. c
2. a
3. e
4. d
5. b
6. f

Worksheet 12b
Drafter

Worksheet 13

Secretary

Cut out the boxes of letter parts. Glue them on your plain paper in the correct form of a business letter.

Lin Sing

Lin Sing
Director

I read with interest your ad in the March copy of Building Today. The type of house which we design at Sing Homes could be built in the construction method you told about in the ad.

Sincerely,

Mr. Joe Smith, President
Smith Builders
401 W. 12th Ave.
Greenville, Miss. 17829

Please send me more information about your building method. Later I would like to talk about a contract for my next area of home development.

Sing Homes, Inc.
17 Murray Street
San Jose, Calif. 97926

Dear Mr. Smith:

April 4, 1978

Check your letter with the list on page 2 to be sure it is right. Then you can use it as a sample of a business letter to help you in the Activity.

Worksheet 14

Cashier

	Amount of Change	Kind of Change $10	$5	$1	50¢	25¢	10¢	5¢	1¢
0.	$ 2.60	0	0	2	1	0	1	0	0
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

MEN'S CLOTHING STORE

Order No: 1

To: Aztec Manufacturing Company
505 East Lane Avenue
Phoenix, Arizona

Quantity	Items
8	scarfs
10	gloves
7	handkerchiefs
6	ties
3	belts

Worksheet 15a

Stock Clerk

MEN'S CLOTHING STORE

Order No: 2

To: Waterfront Materials
51 S. Michigan Avenue
Chicago, Illinois

Quantity	Items
8	gloves
8	belts
8	handkerchiefs
5	scarfs
10	ties

(page 1 of 3)

MEN'S CLOTHING STORE

Order No: 3

To: Tampa Manufacturing Company
51 Kapok Kove
Tampa, Florida

Quantity	Items
10	belts
7	scarfs
8	ties
10	handkerchiefs
10	gloves

MEN'S CLOTHING STORE

Order No: 4

To: Macho Materials
781 E. 22nd Street
St. Paul, Minnesota

Quantity	Items
6	gloves
2	scarfs
5	handkerchiefs
4	ties
6	belts

MEN'S CLOTHING STORE

Order No: 5

To: Men's Ware Incorporated
325 Chestnut Hill
Kinston, South Carolina

Quantity	Items
9	gloves
7	scarfs
9	handkerchiefs
9	ties
5	belts

MEN'S CLOTHING STORE

Order No: 6

To: Harvey Manufacturing
15 S. Fifth Avenue
New York, New York

Quantity	Items
9	ties
7	gloves
5	handkerchiefs
4	belts
4	scarfs

(page 3 of 3)

Worksheet 15b
Stock Clerk

STORAGE BINS: GLOVES

1	2	3
G		
G		
G		
G		

STORAGE BINS: SCARFS

1	2	3
S		
S		

STORAGE BINS: HANDKERCHIEFS

1	2	3
H		
H		

STORAGE BINS: TIES

1	2	3
T		
T		
T		

STORAGE BINS: BELTS

1	2	3
B		
B		
B		
B		

Worksheet 15c
Stock Clerk

INVENTORY

Date:

Items	Number in bins
Scarfs	
Gloves	
Handkerchiefs	
Ties	
Belts	

Worksheet 16
File Clerk

New Cards:

PRITZ, EDWARD
2170 New Village Road
Fort Wayne, Indiana 46802

BAILY, ANN
9923 Kelton Street
Fort Wayne, Indiana 46817

PRYCE, RALPH
533 Darbyhurst Avenue
Fort Wayne, Indiana 46802

COLEMAN, VELDA
321 Riverview Place
Fort Wayne, Indiana 46825

HANNS, MARTIN
2343 Yates Drive
Fort Wayne, Indiana 46807

ROSE, CHARLES
8221 Thorn Avenue, South
Fort Wayne, Indiana 46804

ADAMS, RUTH
4678 Greentree Court
Fort Wayne, Indiana 46825

DRAPE, HARLAN
111 Oak Street
Fort Wayne, Indiana 46815

KRAKHAUER, JOHN
4970 Jamestown Court
Fort Wayne, Indiana 46805

UNGER, MARILOU
899 Pleasant Drive
Fort Wayne, Indiana 46802

New Cards:

EBERLE, GLEN
48 Great Oak Drive
Fort Wayne, Indiana 46807

JONES, ARLEN
228 Darbyhurst Avenue
Fort Wayne, Indiana 46802

LIPSTEIN, JIM
1298 College Lane
Fort Wayne, Indiana 46801

ABERDEEN, BILL
47 South Liberty Avenue
Fort Wayne, Indiana 46822

WATTERS, HENRY
6738 Colonial Court
Fort Wayne, Indiana 46807

NYANG, SEN
4662 Tamarack Blvd.
Fort Wayne, Indiana 46825

ABALONE, FRED
575 Dexter Road
Fort Wayne, Indiana 46802

HANNIBAL, GRETA
1779 Shanley Drive
Fort Wayne, Indiana 46809

ESTERLE, CARL
207 Dennis Lane
Fort Wayne, Indiana 46804

MING, WU
1025 Wildwood Way
Fort Wayne, Indiana 46804

Old Cards:

ADAMS, KEN
222 West Lane Avenue
Fort Wayne, Indiana 46802

1

BAILEY, RICHARD
2863 Dover Avenue
Fort Wayne, Indiana 46825

2

CASEY, ALLEN
1249 Riverside Drive
Fort Wayne, Indiana 46814

3

DRAPE, JO
36 East Gay Street
Fort Wayne, Indiana 46801

4

GANDER, LEVI
981 Red Robin Way
Fort Wayne, Indiana 46802

5

JONES, LARRY
259 Dover Street
Fort Wayne, Indiana 46804

6

LEWIS, MONA
292 Westport Road
Fort Wayne, Indiana 46815

7

NELSON, RITA
3012 Sunset Drive
Fort Wayne, Indiana 46825

8

NIELSON, PEGGY
302 Garden Street
Fort Wayne, Indiana 46801

9

RUTH, RUTH
98 Fairway Place
Fort Wayne, Indiana 46803

10

Worksheet 17a
Waiter/Waitress

Menu

DINNERS

Item	Price
1. Roast beef dinner	5.25
2. Pork dinner	5.50
3. Southern fried chicken	5.75
4. 8 oz. sirloin steak	7.75
5. Liver and onions	4.75
6. Trout	5.25

All dinners served with:

-choice of baked or mashed potato
-salad with choice of Italian, French, or thousand island dressing
-choice of green beans, corn on the cob, or peas
-choice of garlic bread or crescent roll

A LA CARTE

1. Homemade vegetable soup	.95
2. Breaded mushrooms	1.50
3. Spinach souffle	1.65
4. German potato salad	.95
5. Chili	1.25
6. Antipasto salad (with egg, ham, cheese, and mushrooms)	3.25

DESSERTS

1. Apple pie	1.25
2. Sherbet (lime, orange, or lemon)	.85
3. German chocolate cake	.75
4. Ice cream	1.05
5. Chocolate pie	1.25
6. Vanilla custard	.75

BEVERAGES

1. Coffee	.50
2. Hot tea	.50
3. Cola	.50
4. Iced tea	.50
5. Lemonade	.60
6. Milk	.60
7. Milk shake	.95
8. Rootbeer float	.95

Worksheet 17b
Waiter/Waitress

THE EXPRESS

quantity	item	price	
	subtotal		
	tax		
	total		

waiter

Worksheet 18
Properties Manager

SCENE #1

The scene is a room in a cabin. Four people are sitting on a rug in front of the fire. The two men are drinking coffee. One woman is knitting. The other woman is brushing a dog's hair.

Circle the properties you need for this scene.

basketball

rug

cups

snow

knitting needles

cat

logs

yarn

television

couch

brush

dishwasher

newspaper

eggs

coffee

bed

fire

sound of people crying

fireplace

hair rollers

SCENE #2

The scene is a sandy beach. Two people are walking in the sand. They are looking for a lost child. They can see some of his beach toys. They cannot see the child. They hear a loud clap of thunder. Then it starts to rain.

Circle the properties you need for this scene.

sand
oven
sound of rain
raincoat
sand bucket
sound of thunder
coffee
rain
umbrella
motorcycle
beach ball
toy boat
pillow
smell of a fire
books
sand shovel
sunshine
roller skates
lamp
space helmet

SCENE #3

The scene is a teenage girl's bedroom. School books are all over the floor. Clothes are lying on the bed. The girl is talking on the telephone. She is sitting on a chair.

Circle the properties you need for this scene:

bed
bedspread
napkins
chair
cola bottles
mailbox
sled
clothes
car
towel

airplane
garden
pillow
yarn
toaster
telephone
books
ironing board
smell of bacon
stove

SCENE #4

The scene is a kitchen. Two children are making breakfast for their father. The boy is frying bacon and eggs. The girl is pouring orange juice. Next she will make the toast.

Circle the properties you need for this scene:

logs
bacon
couch
telephone
stove
eggs
frying pan
Cokes
smell of chocolate cake
bookcase

toaster
pitcher
glass
tomato juice
newspaper
sound of dog barking
hammer
orange juice
bread
rain

SCENE #5

The scene is a library. Two girls are looking for books. They find a wallet lying on the floor. The girls decide it belongs to the boy who is reading the New York Times.

Circle the properties you need for this scene:

bookcases
dish soap
New York Times
apron
library tables
baskets
radio
chairs
towels
librarian's desk

couch
lettuce
books
card catalog
sound of rain
wallet
envelopes
fork
bike
dresser

Worksheet 19a
Police Officer

TRAFFIC ACCIDENT REPORT - TEXAS REPORT NUMBER - 59408

crash occurred (city) time of crash day date

on (road) at (intersection)

type of accident
fatal ☐ injury ☐ property damage ☐ property damage under $150.00 ☐

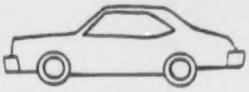
CAR #1

driver's name - last first middle sex birth date age

address - street city state phone

driver's license number state restrictions

vehicle year make color circle the damaged areas



vehicle license number state year

property damage
under $150.00 ☐ over $150.00 ☐

name of insurance company

PASSENGERS IN CAR #1

passenger
name - last first middle age date of birth

address - street city state phone

passenger
name - last first middle age date of birth

address - street city state phone

CAR #2

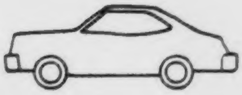
driver's name - last first middle sex birth date age

address - street city state phone

driver's license number state restrictions

vehicle year make color circle the damaged areas

vehicle license number state year



property damage
under $150.00 ☐ over $150.00 ☐

name of insurance company

PASSENGERS IN CAR #2

passenger
name - last first middle age date of birth

address - street city state phone

passenger
name - last first middle age date of birth

address - street city state phone

TIME - POLICE
were called arrived at scene left scene

POLICE OFFICER ______________________________

DATE ______________________

Worksheet 19b

Police Officer

TRAFFIC VIOLATION - STATE OF TEXAS

NAME - last first middle

STREET

CITY STATE

OPERATOR LICENSE NUMBER

OPERATOR LICENSE ISSUE DATE EXPIRES

STATE OPERATOR LICENSE RESTRICTIONS

SOCIAL SECURITY NUMBER BIRTH DATE

SEX HEIGHT WEIGHT EYES HAIR

TO DEFENDANT:

ON ____________ (date) AT ____________ (time)

YOU OPERATED A VEHICLE: COLOR ____________

MAKE ____________

VEHICLE LICENSE NUMBER ____________

STATE ____________, UPON THE PUBLIC

ROAD ____________

THE FOLLOWING TRAFFIC VIOLATION OCCURRED:

- ☐ FAILURE TO YIELD
- ☐ RAN STOP SIGNAL
- ☐ DRIVING WRONG WAY
- ☐ OMVI
- ☐ SPEEDING
- ☐ LEFT OF CENTER
- ☐ IMPROPER PASSING
- ☐ IMPROPER TURNING
- ☐ RECKLESSNESS
- ☐ OTHER

YOU MUST PAY THE TRAFFIC FINE BEFORE

____________ OR YOU MUST APPEAR IN

COURT ON THAT DATE.

OFFICER ____________

DATE ____________

Worksheet 20a

Licensed Practical Nurse

A. Write five ways that an LPN can help a patient.

1.

2.

3.

4.

5.

Check your answers with the first page of the activity.

B. Correctly complete the sentences below with these words (you can use each word more than one time):

blood
wrist
heart
body
pulse rate
fast

1. Each time your ______________ beats, it sends ___________ through your ______________.

2. You can feel ______________ moving in some parts of your _____________, like your left ______________.

3. The number of times that your heart beats each minute is called your ______________.

4. If a patient is sick, his or her ______________ may be too ______________.

Turn this page upside down. Do you and the key agree? Then go back to PERFORM, page 85.

Key:

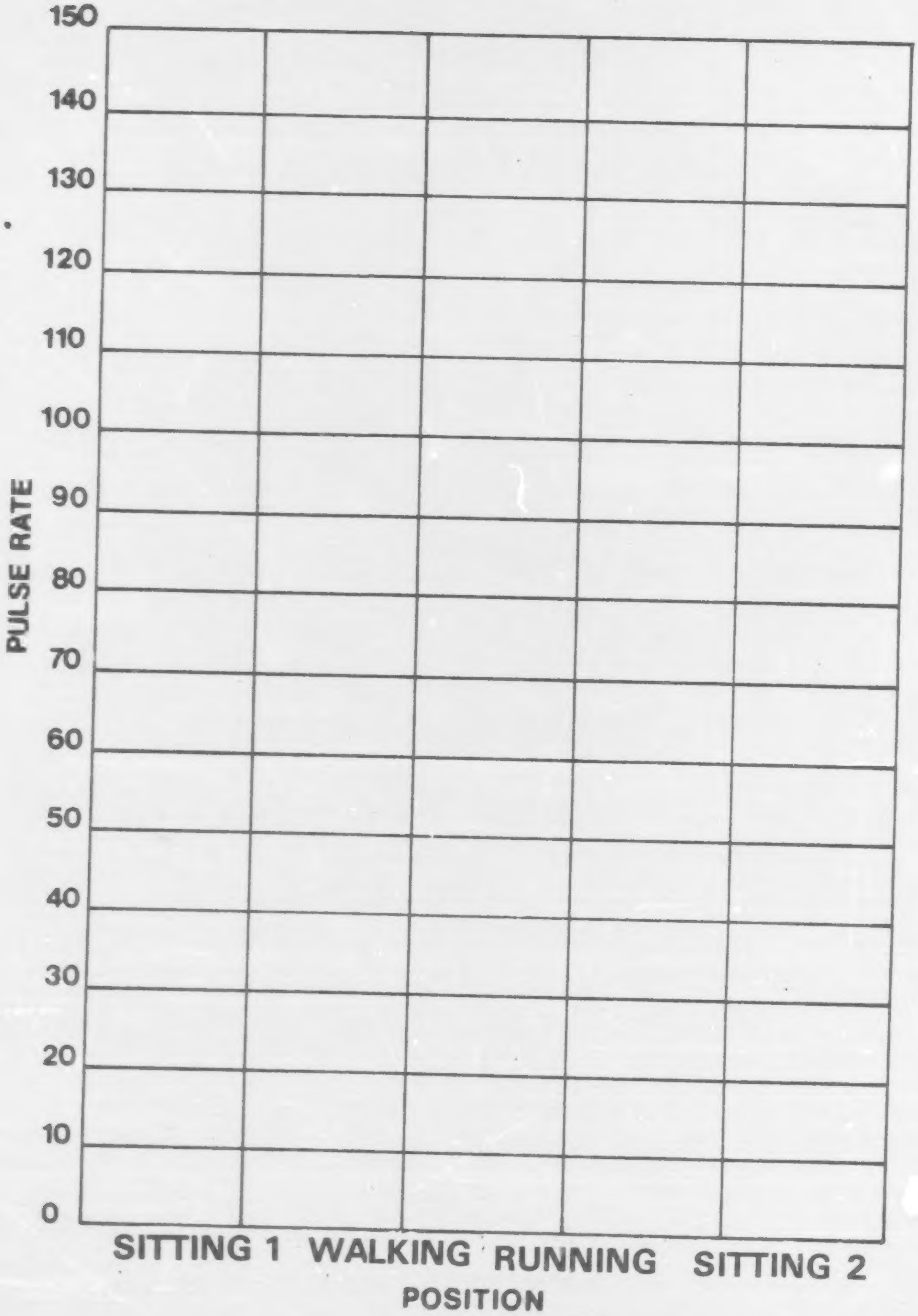
1. heart blood body
2. blood body wrist
3. pulse rate
4. pulse rate fast (or slow)

Record Sheet

POSITION	PULSE RATE
SITTING 1	
WALKING	
RUNNING	
SITTING 2	

Worksheet 20c
Licensed Practical Nurse

PULSE RATE GRAPH



Worksheet 21
Auto Mechanic

SERVICE ORDER FORM

Ferguson Service Station

4758 Lee Blvd.
Arlington, Virginia 22204 Phone: 246-3694

NAME

ADDRESS

CITY STATE ZIP CODE
PHONE

Serviced By

Make & Year of Car

License No.

Date Serviced

Mileage

PARTS (includes gasoline)	$ AMOUNT		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
PARTS SUBTOTAL			(A)
TAX			(B)

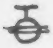
LABOR			
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL LABOR			(C)
GRAND TOTAL			(D)

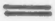
Sales Tax Chart

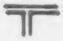
Subtotal Amount	4% Tax
From $ .16	no tax
to .31	.01
.51	.02
.71	.03
1.08 ←	→ .04
1.31	.05
1.51	.06
1.71	.07
2.08	.08
2.31	.09
2.51	.10
2.71	.11
3.08	.12
3.31	.13
3.51	.14
3.71	.15
4.08	.16
4.31	.17
4.51	.18
4.71	.19
5.08	.20
5.31	.21
5.51 ←	→ .22
5.71	.23
6.08	.24
6.31	.25
6.51	.26
6.71	.27
7.08	.28
7.31	.29
7.51	.30
7.71	.31
8.08	.32
8.31	.33
8.51	.34
8.71	.35
9.08	.36
9.31	.37
9.51	.38
9.71	.39
10.08	.40

Note: This chart shows that any subtotal from $.16 to $.31 will have a 1¢ tax. Any subtotal from $.32 to $.51 will have a 2¢ tax, etc.

Worksheet 22a
Plumber

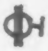
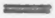
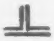
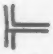
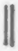
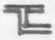
Use these words: valve 

pipe 

tee 

elbow

to label (name) each of the pictures below. Write the name in the space next to the picture.

1. ______
2. ______
3. ______
4. ______
5.  ______
6.  ______
7.  ______
8. ______
9.  ______
10.  ______
11. ______
12.  ______

Turn this page upside down to check your labels.

1. elbow 7. tee
2. tee 8. elbow
3. valve 9. tee
4. elbow 10. pipe
5. valve 11. elbow
6. pipe 12. tee and elbow

Worksheet 22b
Plumber

Order Form

a. Project No. ________

b. Total length
of pipe needed____________

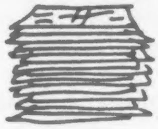
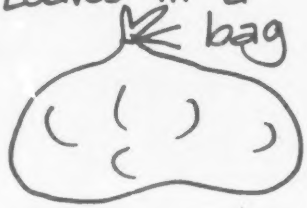
NUMBER	ITEM
c.	22' lengths of pipe
d.	tees
e.	elbows
f.	valves

Plumber ________________________________

Worksheet 24a

Sanitation Worker

Read the items below. Circle the trash that you can pick up.

 Machines	A pile of newspapers 	 Dead Animals
 A branch 3 ft. long	Leaves in a bag 	 A 40 gallon trash can
A branch 5 ft long 	 A pile of sticks on the lawn	

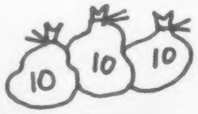
Turn this page upside down. See if you circled the right items.

Key:

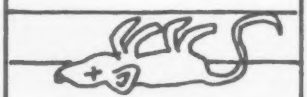
Leaves in bags
a pile of newspapers
a 20 gallon trash can
a branch 3 feet long

Worksheet 24b
Sanitation Worker

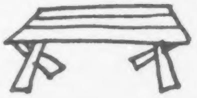
Each picture shows a stop on your route. Circle the trash that you can pick up in each picture.



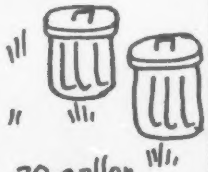
3 10-gallon trash bags at curb.



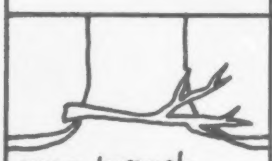
Dead rat at curb



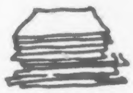
Picnic table at curb



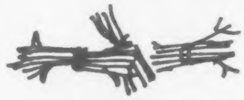
2 20-gallon trash cans on lawn



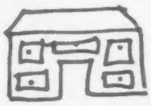
long branch across drive way



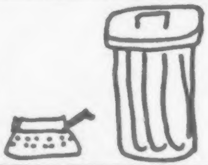
Pile of newspapers at curb



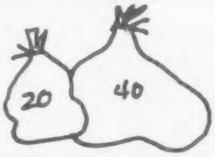
Three small bundles of sticks at curb



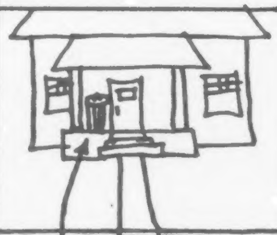
old desk at curb



old typewriter and 10-gallon trash can at curb



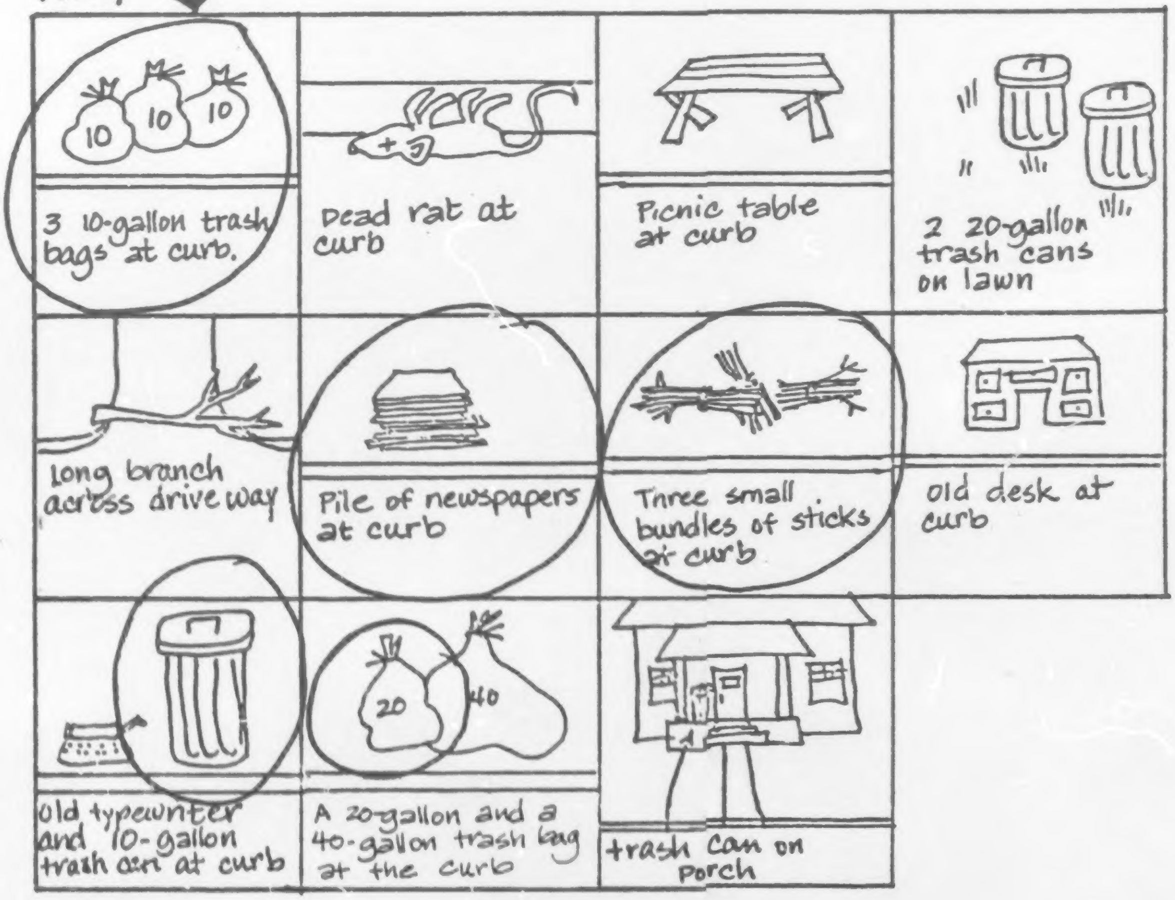
A 20 gallon and a 40 gallon trash bag at the curb



trash can on Porch

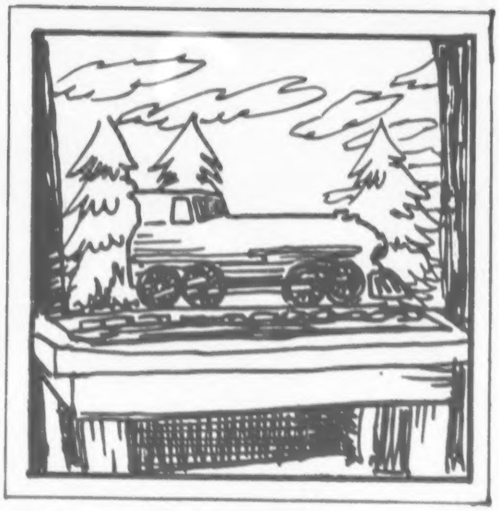
Turn this page over. See if you circled the same items as on the key.

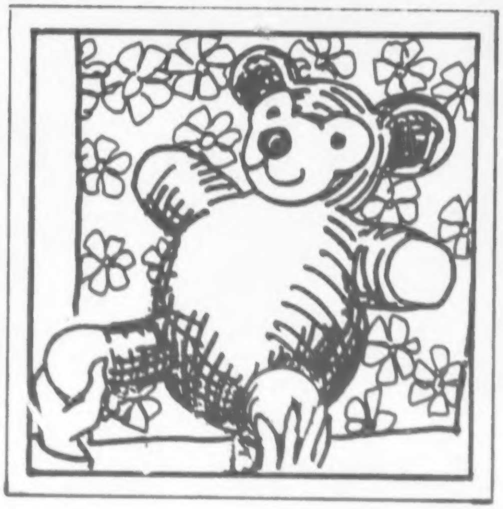
Key

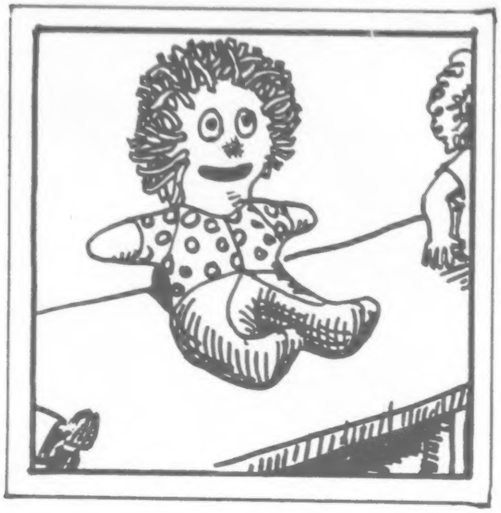

10
10
10
3 10-gallon trash bags at curb.
Dead rat at curb
Picnic table at curb
2 20-gallon trash cans on lawn
long branch across drive way
Pile of newspapers at curb
Three small bundles of sticks at curb
old desk at curb
Old typewriter and 10-gallon trash can at curb
20
40
A 20-gallon and a 40-gallon trash bag at the curb
1
trash can on Porch

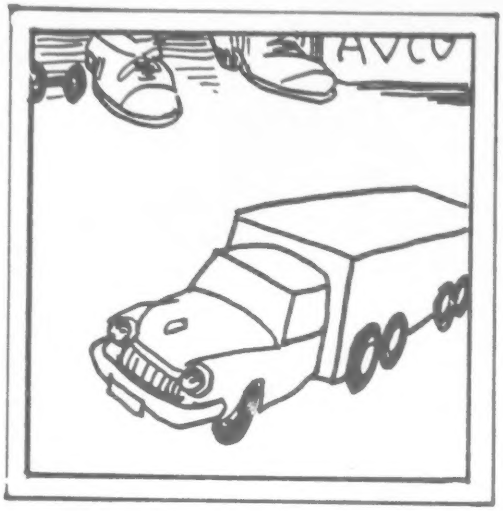
Worksheet 25a

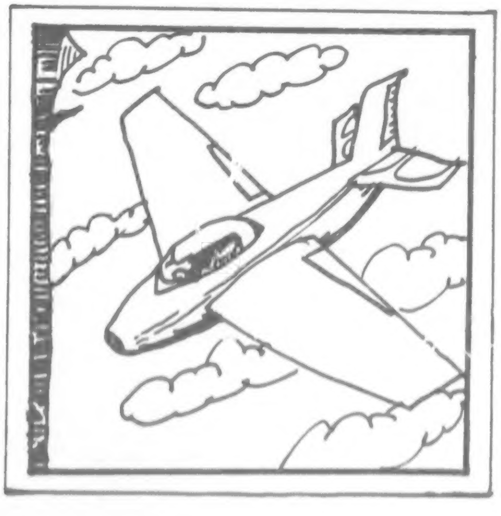
Photographer

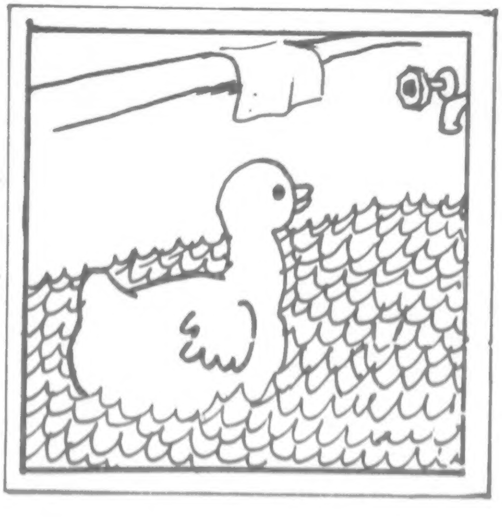






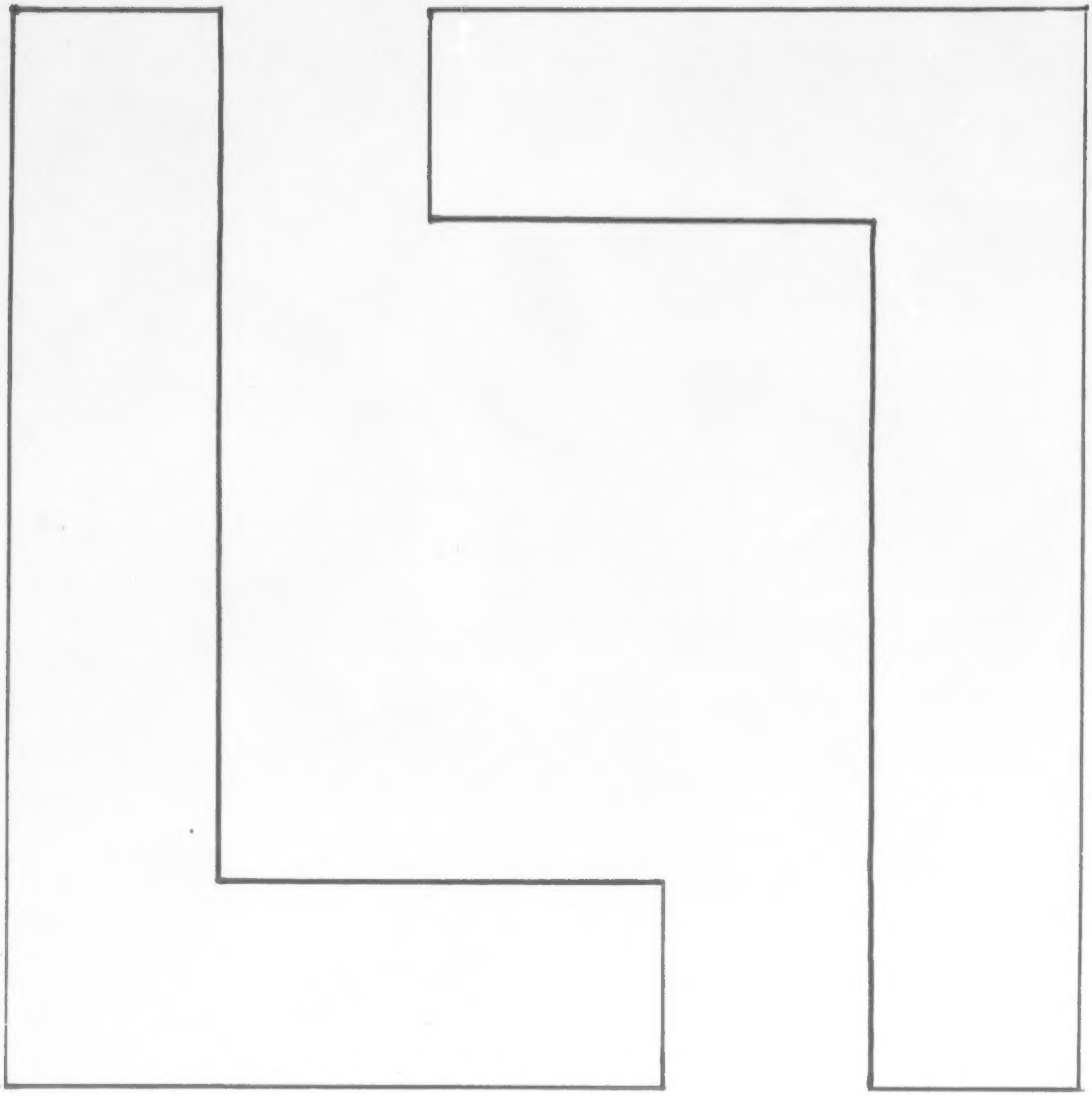






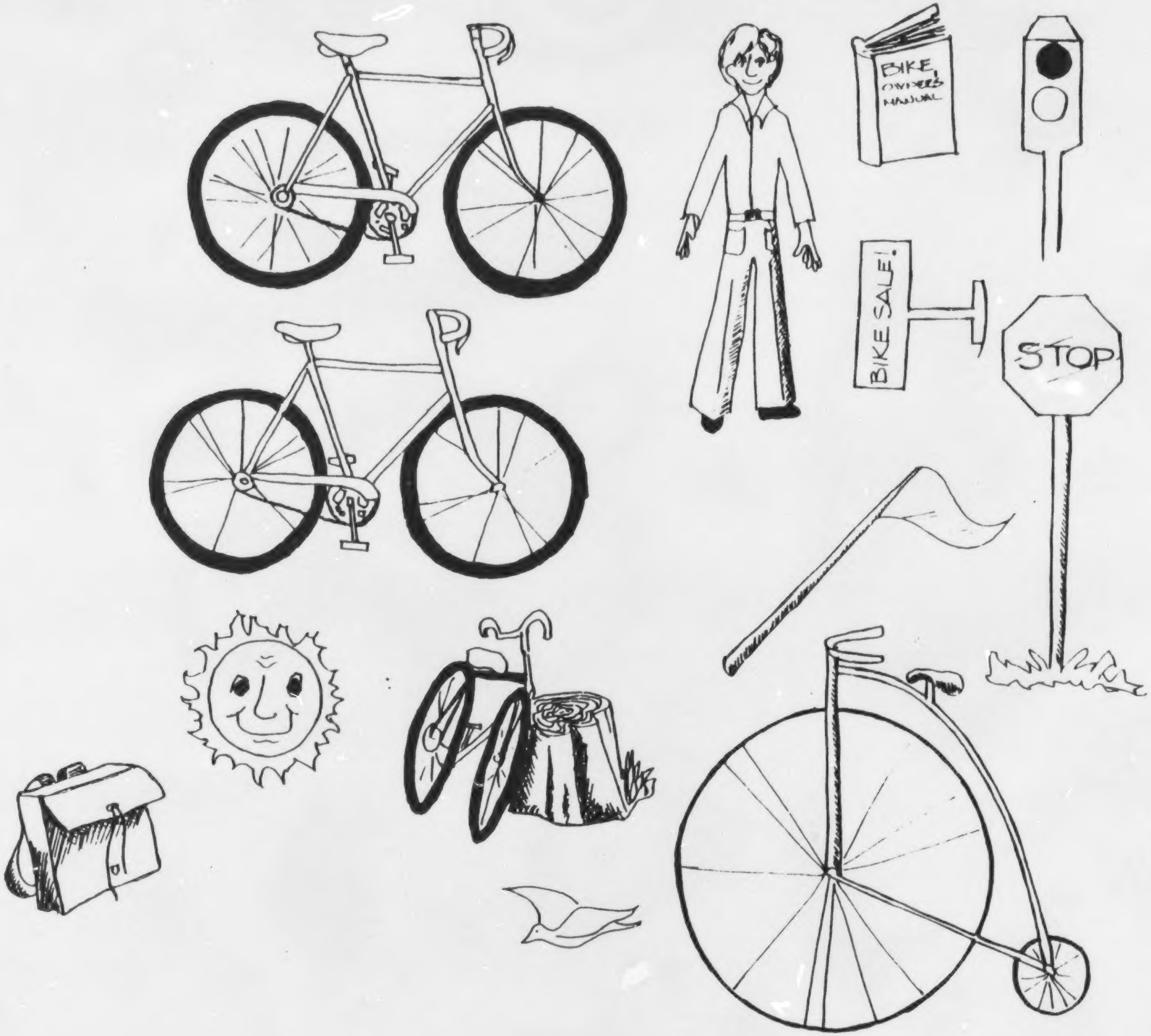
Worksheet 25b

Photographer



Worksheet 27a
Display Artist

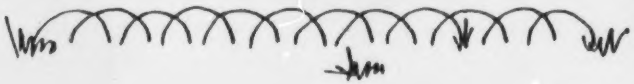
Display Items #1

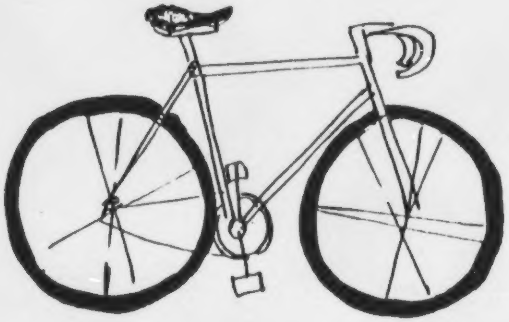

BIKE OWNER'S MANUAL
BIKE SALE!
STOP

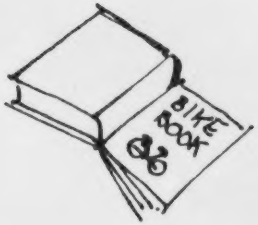
Worksheet 27b

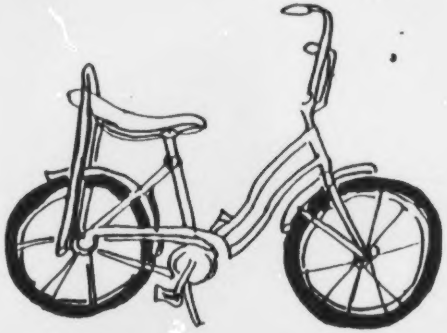
Display Artist

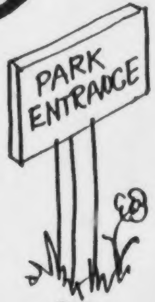
Display Items # 2










PARK ENTRANCE

Worksheet 27c

Display Artist

Window

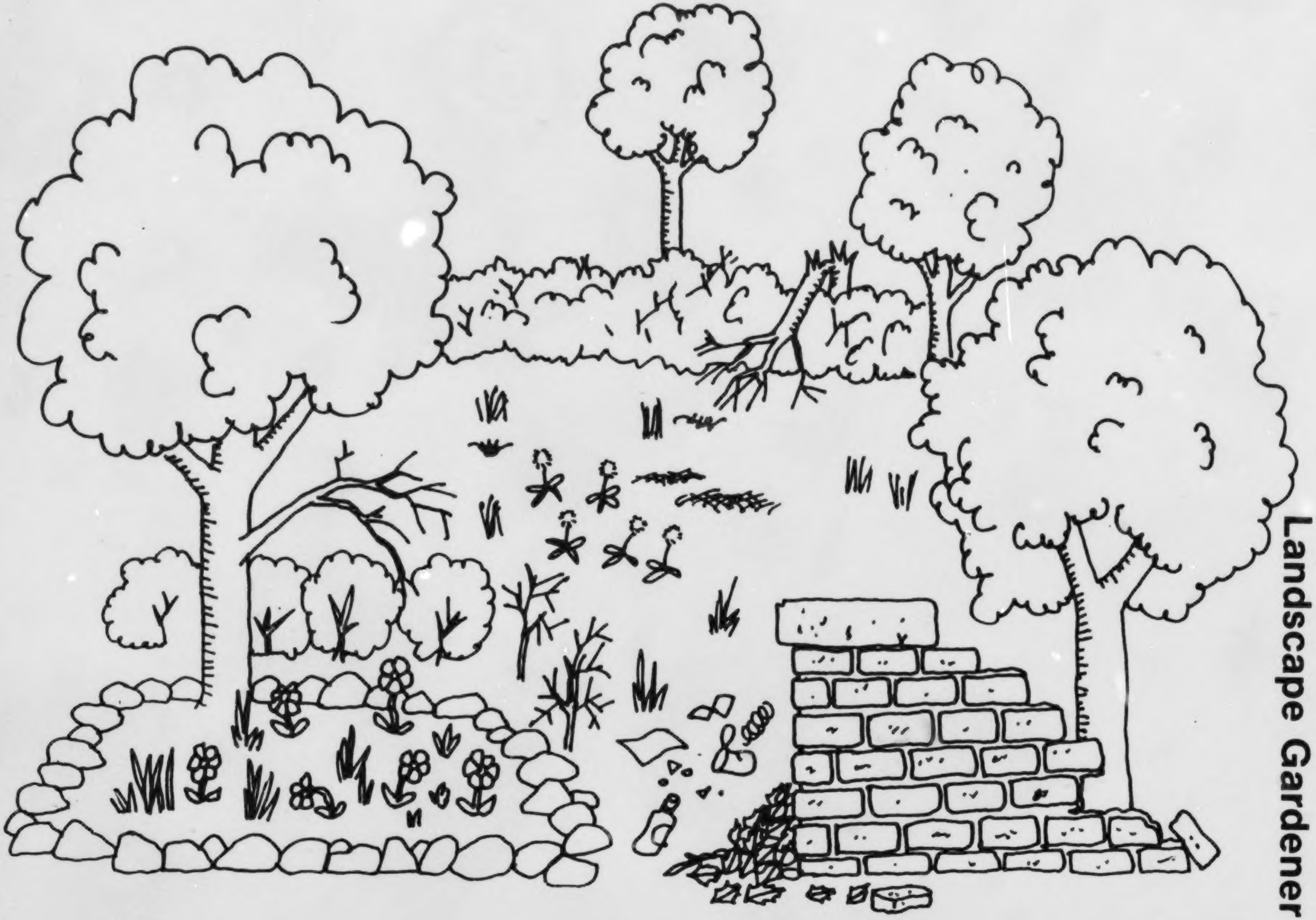
12 feet

16 feet

Window Display Artist

12 feet

16 feet



Worksheet 29
Landscape Gardener

Worksheet 30a
Fish and Game Warden

A. Fishing License

1. Circle the ages at which a fishing license is needed.

32 10 17 64

43 16 28

2. Circle the people who need a nonresident fishing license.

a person living in New York

a person living in Laker 4 months

a person living in Laker 4 years

a person living in Minnesota

B. Limits on Catch

Draw a line from the kind of fish to the limit for that fish. The first one is done for you.

walleye
salmon
sturgeon
black bass
blue pike
perch
frogs
trout
catfish

0
10
3
8
any number

C. Draw a line from the rule broken to the fine for breaking that rule. The first one is done for you.

catching 1 fish over the limit
catching a blue pike
fishing with the wrong license
fishing without a license

$10
$5
$4

Turn this sheet over to check your answers.

Key:

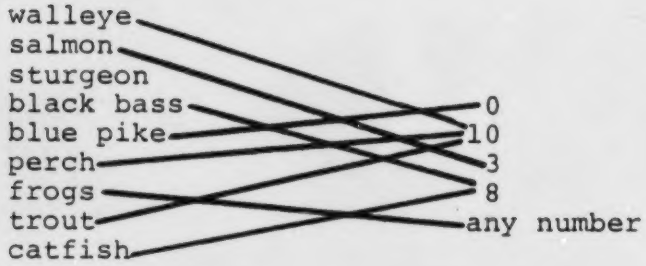
A. 1.

[✓ 43] [✓ 32] [✓ 16] 10 [✓ 28] [✓ 17] [✓ 64]

2. [✓ a person living in New York] [✓ a person living in Laker 4 months]

a person living in Laker 4 years [✓ a person living in Minnesota]

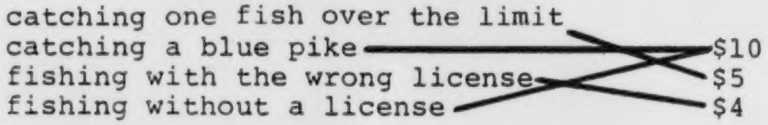
B.



walleye
salmon
sturgeon
black bass
blue pike
perch
frogs
trout
catfish

0
10
3
8
any number

C.



catching one fish over the limit
catching a blue pike
fishing with the wrong license
fishing without a license

$10
$5
$4

Worksheet 30b
Fish and Game Warden

1. Bert Simmons

Age: 16

Address: Laker

How long: 4 years

Kind of license: none

Kind of fish: trout

Number of fish: 5

Is Bert following Laker fishing rules? yes [✓ no]

If not, what is Bert doing wrong? He has no fishing license.

How much should you fine Bert? $10

2. Mary Roa

Age: 53

Address: Laker

How long: 9 months

Kind of license: resident

Kind of fish: salmon

Number of fish: 2

Is Mary following Laker fishing rules? yes no

If not, what is Mary doing wrong?

How much should you fine Mary?

3. Larry Holmes

Age: 41

Address: Laker

How long: 41 years

Kind of license: resident

Kind of fish: sturgeon

Number of fish: 1

Is Larry following Laker fishing rules? yes no

If not, what is Larry doing wrong?

How much should you fine Larry?

4. Susan Wright

Age: 15

Address: New Jersey

How long: 15 years

Kind of license: none

Kind of fish: turtles, no fish

Number of fish: 8 turtles

Is Susan following Laker fishing rules? yes no

If not, what is Susan doing wrong?

How much should you fine Susan?

MONTANA
STATE
UNIVERSITY

5. Buzz Carl

Age: 33

Address: Montana

How long: 3 months

Kind of license: nonresident

Kind of fish: walleye

Number of fish: 5

Is Buzz following Laker fishing rules? yes no

If not, what is Buzz doing wrong?

How much should you fine Buzz?

6. Jane Blake

Age: 25

Address: Laker

How long: 10 years

Kind of license: resident

Kind of fish: perch

Number of fish: 11

Is Jane following Laker fishing rules? yes no

If not, what is Jane doing wrong?

How much should you fine Jane?

7. Paul Pierce

Age: 43

Address: Laker

How long: 1 year

Kind of license: nonresident

Kind of fish: salmon

Number of fish: 1

Is Paul following Laker fishing rules? yes no

If not, what is Paul doing wrong?

How much should you fine Paul?

8. Mary Mertz

Age: 60

Address: Laker

How long: 40 years

Kind of license: resident

Kind of fish: blue pike

Number of fish: 1

Is Mary following Laker fishing rules? yes no

If not, what is Mary doing wrong?

How much should you fine Mary?

9. Randy Reese

Age: 15

Address: Pennsylvania

How long: 15 years

Kind of license: none

Kind of fish: catfish

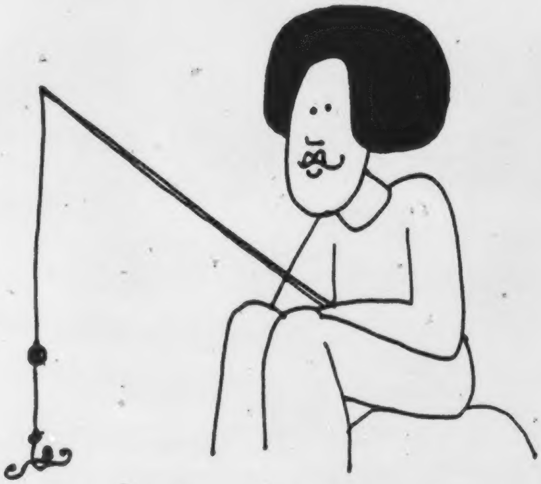
Number of fish: 1

Is Randy following Laker fishing rules? yes no

If not, what is Randy doing wrong?

How much should you fine Randy?

10. Emily Mason



Age: 20

Address: Laker

How long: 7 months

Kind of license: resident

Kind of fish: trout

Number of fish: 7

Is Emily following Laker fishing rules? yes no

If not, what is Emily doing wrong?

How much should you fine Emily?

11. Gary Hall

Age: 65

Address: Minnesota

How long: 12 years

Kind of license: nonresident

Kind of fish: salmon

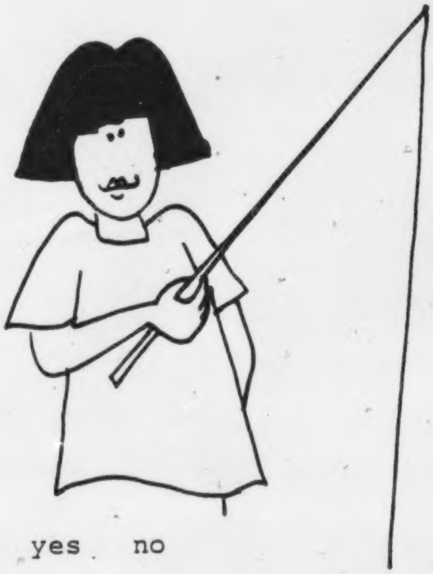
Number of fish: 7

Is Gary following Laker fishing rules? yes no

If not, what is Gary doing wrong?

How much should you fine Gary?

12. Mia Mancini



Age: 20

Address: Laker

How long: 6 years

Kind of license: non-resident

Kind of fish: sturgeon

Number of fish: 3

Is Mia following Laker fishing rules? yes no

If not, what is Mia doing wrong?

How much should you fine Mia?

Worksheet 31

Farmer

To decide if you will earn a profit,

- fill in the facts in each space on the worksheet, and
- follow the directions given by the math signs (+, -, =).

A. Earnings (money you will earn this year):

__________ acres of land on your farm

x __________ bushels of wheat you can grow on each acre

= __________ total bushels of wheat you can grow.

__________ total bushels of wheat you can grow (from above)

x $__________ money you get for each bushel

= $__________ TOTAL MONEY YOU WILL EARN FROM WHEAT THIS YEAR.

B. Expenses (money you will spend this year):

1. Cost of wheat seed:

__________ acres of land on your farm

x __________ bushels of seed for each acre

= __________ total bushels of seed you need.

__________ total bushels of seed you need (from above)

x $__________ cost for each bushel

= $__________ total cost for seed.

2. Other money you will spend:

$__________ cost of machinery

+ $__________ workers, animals, taxes, etc.

= $__________ total other money you will spend.

3. Total money you will spend:

$________ total cost for seed

+ $________ total other money you will spend

= $________ TOTAL MONEY YOU WILL SPEND THIS YEAR.

C. Will you earn a profit?

$________ total money you will earn from wheat this year (from "A" above)

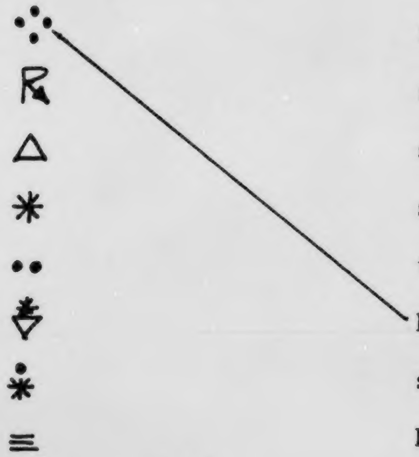
- $________ total money you will spend this year (from "B.3" above)

= $________ profit.

Worksheet 32a
Meteorologist

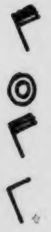
PART A

Look at each symbol below. Find the word(s) that each symbol stands for. Draw a line from the symbol to the word. The first one is done for you.



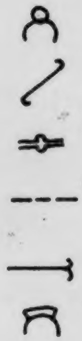
1.	fog
2.	slight rain
3.	sleet
4.	snow flurries
5.	thunderstorn
6.	heavy rain
7.	snow
8.	hail

Wind



9.	no wind
10.	light breeze
11.	hurricane
12.	strong wind

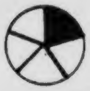
Clouds

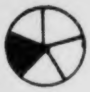


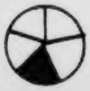
13.	stratus
14.	fluffy
15	cirrus
16.	thunder clouds
17.	cirrocumulus
18.	stratocumulus

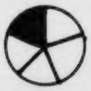
PART B

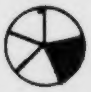
Each circle below has one part shaded. What weather information is given in that part of the circle? Write your answer in the space next to each circle.

1.  ____________________

2.  ____________________

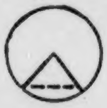
3.  ____________________

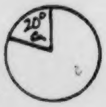
4.  ____________________

5.  ____________________

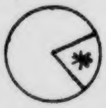
Did you get these answers? 1. strength of wind 2. weather now 3. cloud type 4. temperature 5. weather at last report

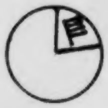
What weather information is given in the circles numbered 6-10? Write your answer in the space next to each circle.

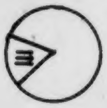
6.  ____________________

7. 

____

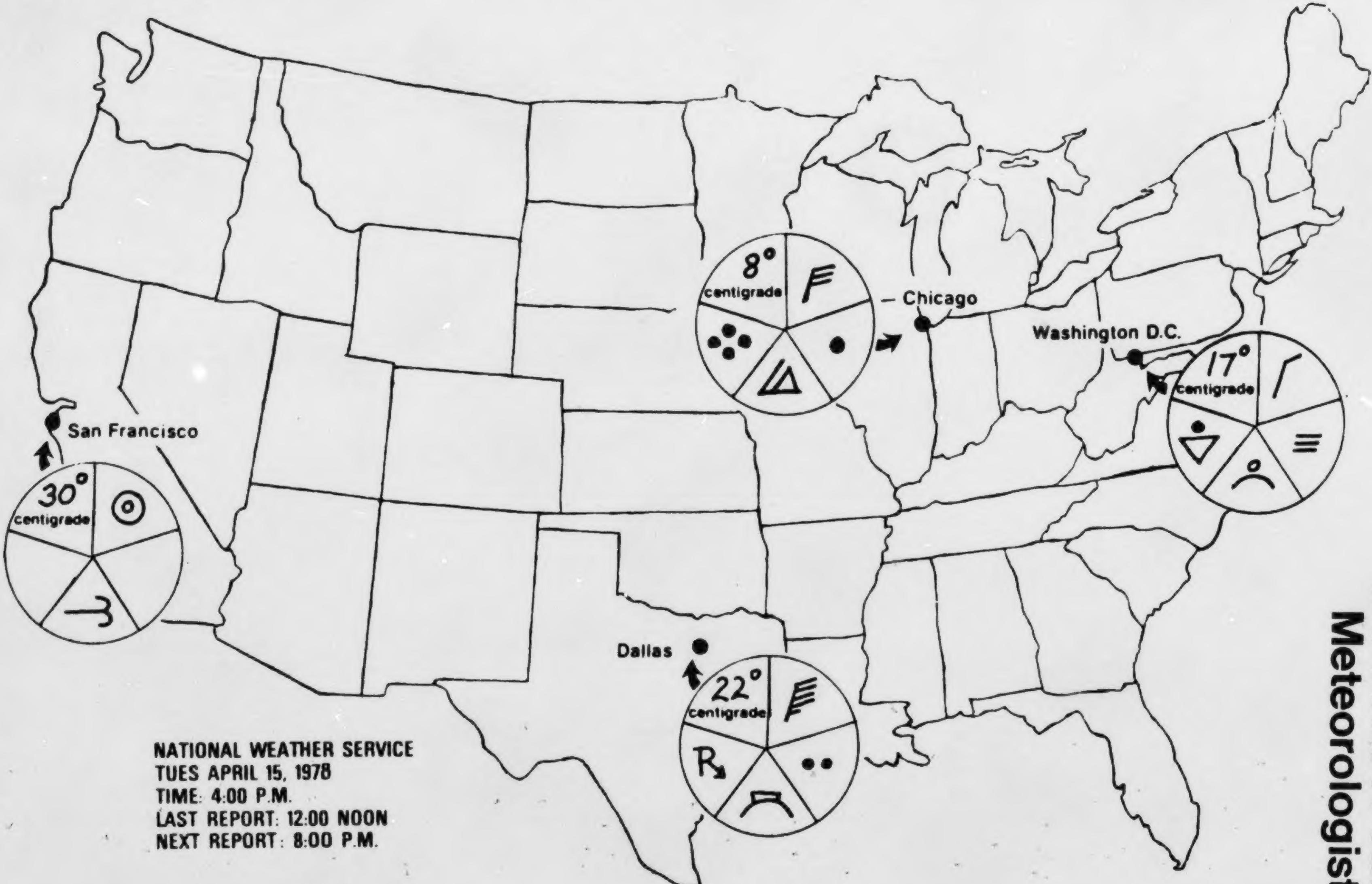
8.  ____________________

9.  ____________________

10.  ____________________

Match your answers with these: 6. stratus clouds, 7. 20°C temperature, 8. snow at last report, 9. gale wind, 10. fog now.

Worksheet 32b
Meteorologist


San Francisco
30°
centigrade
Chicago
8°
centigrade
Washington D.C.
17°
centigrade
Dallas
22°
centigrade
R

NATIONAL WEATHER SERVICE
TUES APRIL 15, 1978
TIME: 4:00 P.M.
LAST REPORT: 12:00 NOON
NEXT REPORT: 8:00 P.M.

Date____________________

Time____________________

Time of last report______

Weather Report

The weather in San Francisco:

temperature________________________________

strength of wind____________________________

cloud type_________________________________

weather now________________________________

weather at last report_______________________

The weather in Dallas:

temperature________________________________

strength of wind____________________________

cloud type_________________________________

weather now________________________________

weather at last report_______________________

The weather in Chicago:

temperature________________________________

strength of wind____________________________

cloud type_________________________________

weather now________________________________

weather at last report_______________________

The weather in Washington, D.C.:

temperature________________________________

strength of wind____________________________

cloud type_________________________________

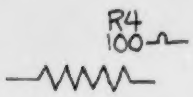
weather now________________________________

weather at last report_______________________

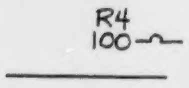
Worksheet 33
Computer Service Technician

Computer Checkpoint ①

Working

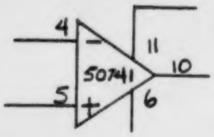


Not Working

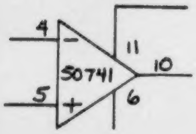


Computer Checkpoint ②

Working

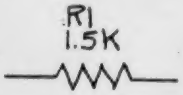

4
5
50741
11
10
6

Not Working


4
5
50741
11
10
6

Computer Checkpoint ③

Working



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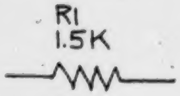
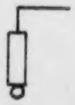


Computer Checkpoint ④

Working



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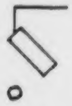
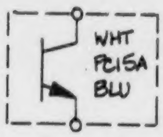
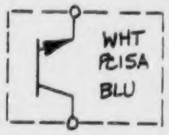


Computer Checkpoint ⑤

Working

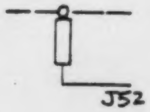

WHT
PC15A
BLU

Not Working


WHT
PC15A
BLU

Computer Checkpoint ⑥

Working



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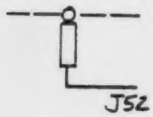
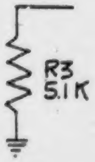


Computer Checkpoint ⑦

Working



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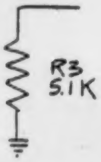
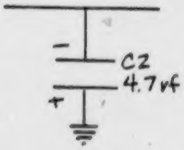
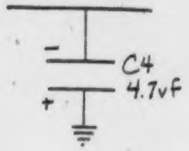


Computer Checkpoint ⑧

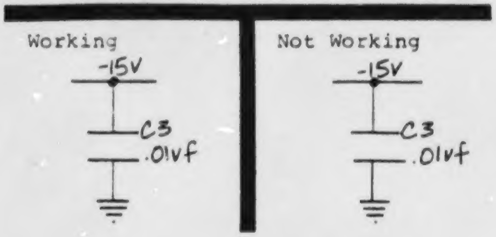
Working



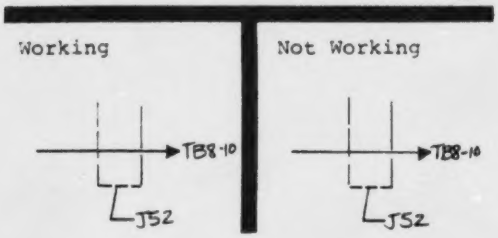
Not Working



Computer Checkpoint ⑨


Working
-15V
C3
.01vf
Not Working
-15V
C3
.01vf

Computer Checkpoint ⑩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TB8-10
J52
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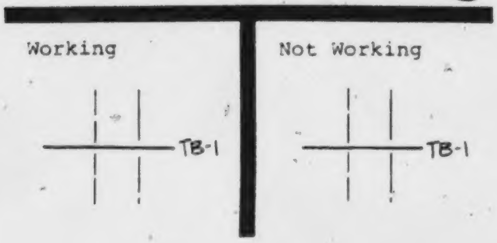
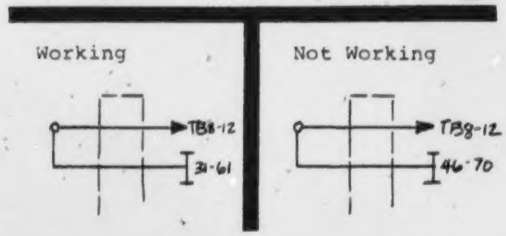
TB8-10
J52

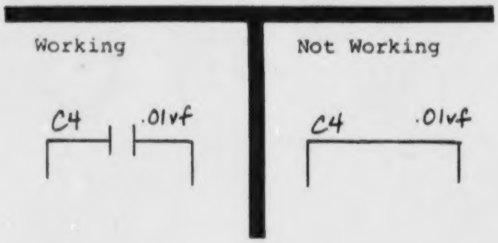
Computer Checkpoint ⑪


Working
TB-1
Not Working
TB-1

Computer Checkpoint ⑫


Working
TB8-12
31-61
Not Working
TB8-12
46-70

Computer Checkpoint ⑬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C4
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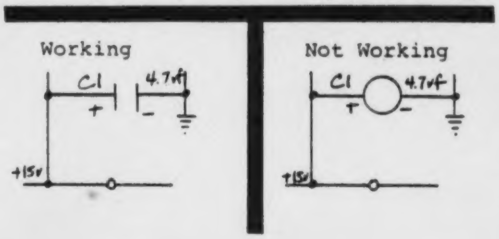
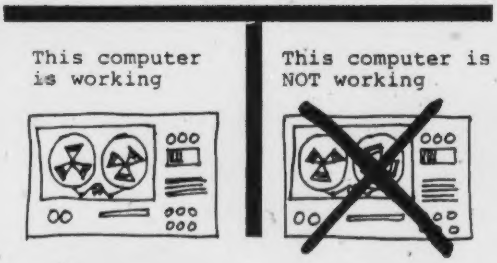
C4
.01vf

Computer Checkpoint ⑭


Working
C1
4.7vf
+
−
+15v
Not Working
C1
4.7vf
+
−
+15v

Computer Checkpoints


This computer is working
This computer is NOT working

Worksheet 34
Telephone Operator

Directions to Customer

Pretend to be a person who needs directory assistance.

PART 1

You want to know the telephone numbers of ten people. Look in the white pages of the telephone book. Find the names and addresses of ten people. Write them on a sheet of paper. Then, ask the telephone operator to find the numbers of the people you listed.

Write the numbers next to the names as the operator gives them to you. Then, check in the phone book to see that the numbers are correct.

PART 2

There are other telephone numbers you want to know. Ask the telephone operator to find the telephone number of . . .

the fire department

the police

a local hospital

a local department store

a local doctor's office

Check the numbers in the telephone book to make sure they are correct.

Worksheet 35a
Cook

Meat or Fish (Choose one item.)	Amount needed for 5 people
trout	5 trout
fried chicken	2 pounds
ham	2 pounds
pork roast	2 pounds
meat loaf	2 pounds
Vegetables (Choose two items.)	
carrots	2 cups
potatoes	5 potatoes
green beans	2 cups
peas	2 cups
beets	2 cups
corn	2 cups
rice	3 cups (cooked)
Salads (Choose one item.)	
fruit salad	3 cups
cheese plate	1 pound of cheese
lettuce salad	5 cups
Rolls or Bread (Choose one item.)	
cinnamon rolls	5 rolls
egg rolls	5 rolls
corn bread	1 loaf
white bread	1 loaf
Desserts (Choose one item.)	
apple pie	1 pie
chocolate cake	1/2 cake
vanilla ice cream	1 pint
custard	5 cups

Worksheet 35b
Cook

ITEMS CHOSEN	AMOUNT NEEDED FOR 5 GUESTS	HOW MUCH WILL YOU NEED FOR 30 GUESTS?
Meat or Fish choice:		
Vegetable choices:		
Salad choice:		
Rolls or Bread choice:		
Dessert choice:		

Worksheet 36a

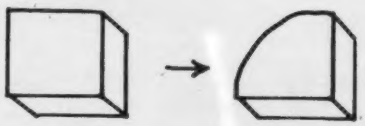
Machinist

Each of the pieces of metal below was worked on with one of these machines:

DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

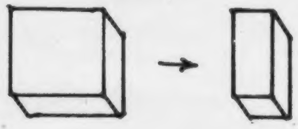
On the space below each drawing, write the name of the machine that was used.

1.



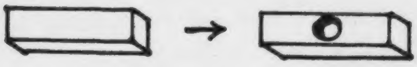
____

4.



____

2.



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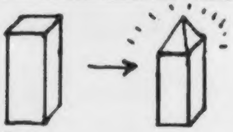
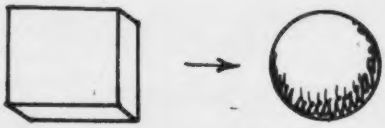
5.



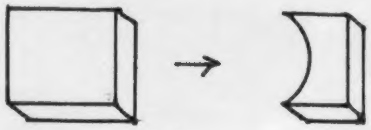
____

3.



____

6.



____

When you are finished, check your answers with the key below.

Key:

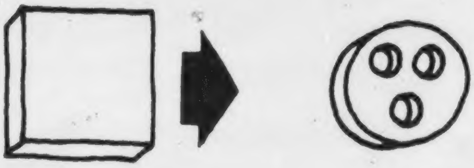
1. shaper
2. drill press
3. lathe
4. milling machine
5. grinder
6. shaper

Worksheet 36b

Machinist

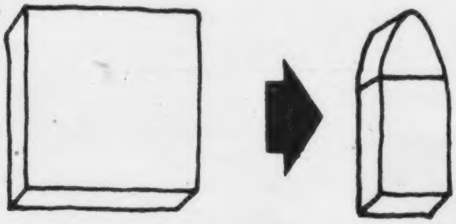
Circle the name of two machines used to make each part.

Example:



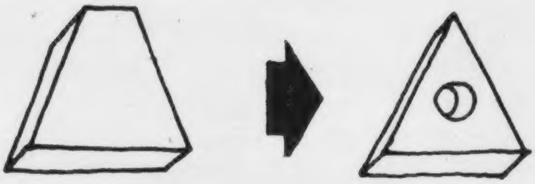
[✓ DRILL PRESS]
[✓ LATHE]
MILLING MACHINE
SHAPER
GRINDER

1.



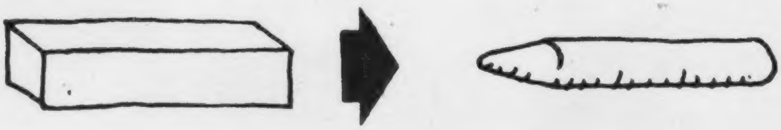
DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

2.



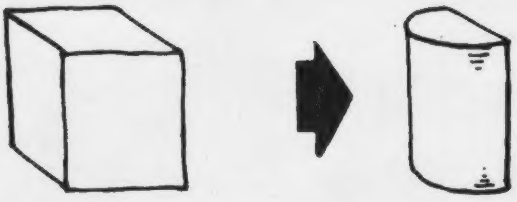
DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

3.



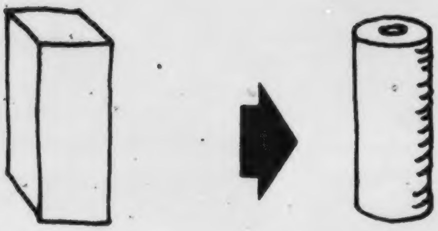
DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

4.



DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

5.



DRILL PRESS

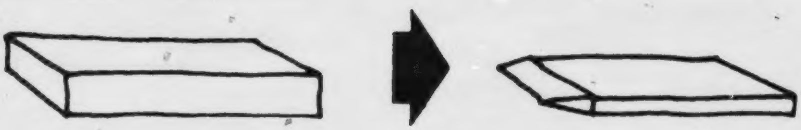
LATHE

MILLING MACHINE

SHAPER

GRINDER

6.



DRILL PRESS

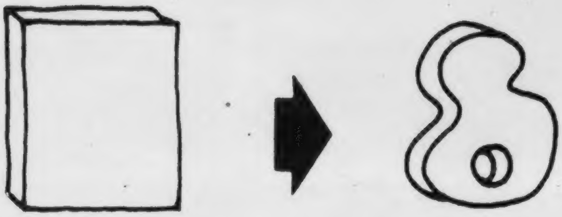
LATHE

MILLING MACHINE

SHAPER

GRINDER

7.



DRILL PRESS

LATHE

MILLING MACHINE

SHAPER

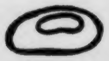
GRINDER

Worksheet 37a

Medical Laboratory Assistant

Finish the numbered sentences with one of the lettered answers on the right.

1. Red blood cells contain __________.
2. White blood cells __________.
3. Platelets help __________.
4. This is a __________.



A. fight disease
B. hemoglobin
C. heal cuts
D. red blood cell
E. white blood cell

Turn this worksheet upside down to find out the right answers.

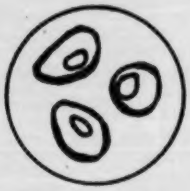
Key↴

1. B 2. A 3. C 4. D

Worksheet 37b
Medical Laboratory Assistant

Find out how well you know the cells.

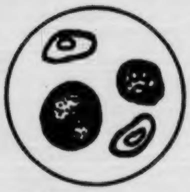
1.



Put a check (✓) by the right answer.
These are

_____ red blood cells
_____ white blood cells

2.



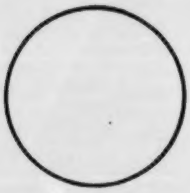
What kinds of blood cells are shown here?
Check (✓) all the right answers.

_____ red
_____ white
_____ platelets

If you checked red blood cells for the first picture, you were right!

For the second picture, you should have checked red and white.

3.



Draw a red blood cell in the circle on the left.

Now draw in a white cell and a platelet.

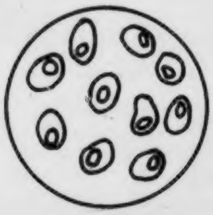
Check your drawings with the cells shown on page 16 of your Job Function booklet.

Worksheet 37c
Medical Laboratory Assistant

Now . . .

practice counting the cells:

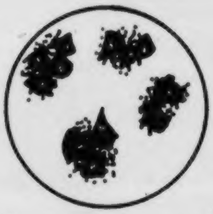
1.



How many red blood cells are in this circle?

_____ red blood cells

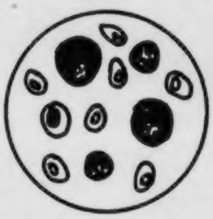
2.



How many platelets can you find?

_____ platelets

3.



How many white blood cells are in this circle?

_____ white blood cells

How many red blood cells are in the circle?

_____ red blood cells

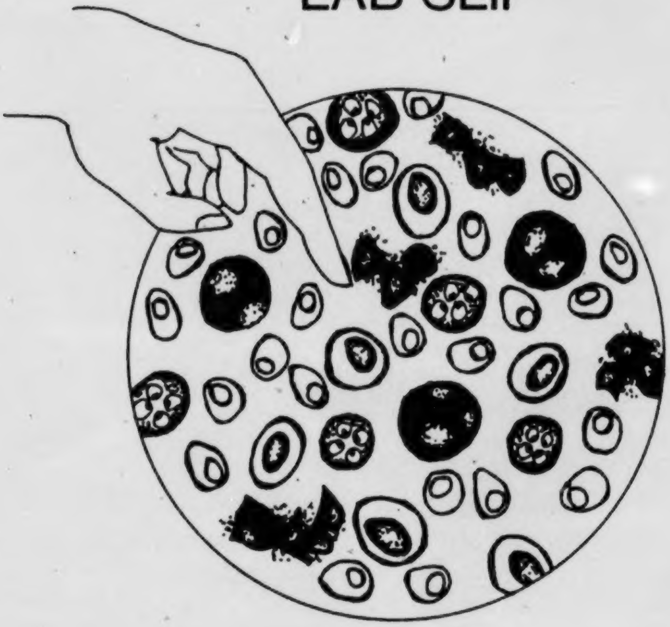
Do your answers match these?

1. 10
2. 4
3. 5 white, 7 red

Good! Now you are ready to do your blood count on the lab slip.

Worksheet 37d
Medical Laboratory Assistant

LAB SLIP



BLOOD SAMPLE

BLOOD COUNT:

red blood cells _____

white blood cells_____

platelets ___________

Worksheet 38a
Computer Programmer

Match the PL/1 program language terms to the English terms. Draw a line from one to the other. The first one is done for you.

A	Square root of 9 ($\sqrt{9}$)
7-5	8 times 2
SQRT9	a
6+4	7 minus 5
8*2	X to the fifth power (X^5)
10/5	6 plus 4
X**5	10 divided by 5

Worksheet 38b
Computer Programmer

EXERCISE SHEET

Examples:

1. X minus a^4 X-A**4
2. 5b plus 1 5*B+1

1. X^4 ____________
2. $\frac{X^3}{X^4}$ ____________
3. $X^3 + X^4$ ____________
4. A^2 plus b^2 ____________
5. $\frac{A^2}{5}$ ____________
6. $\frac{3a \text{ minus } 4b}{A^2}$ ____________
7. $\frac{X + 4}{X^4}$ ____________
8. $\frac{X^2}{X^4}$ ____________
9. $\sqrt{A^3}$ ____________
10. A^2 plus 2bx ____________

Banking Services. . .

a booklet of banking words

INTEREST: the amount that the bank pays you to keep your money in a savings account.

For example, if I keep $150 in the bank for a year, I will earn

$$\begin{array}{r} \$150 \\ \underline{.06} \\ \$9.00 \end{array}$$

interest on the account

If the bank pays you 6% a year interest to use your money, it means they will multiply the amount of money in the account by .06.

Interest

ACCOUNT: a bank service that lets a person keep money at a bank. The bank keeps the money safe. There are two main kinds of accounts:

1. CHECKING ACCOUNT
2. SAVINGS ACCOUNT

I want to be sure that my money is not stolen, so I am opening a bank account.

Account

SAVINGS ACCOUNT: a bank account which earns INTEREST. A person can put money in or take money out of the account.

I want my savings to earn more money so I am going to put them into a savings account at the bank.

Savings Account

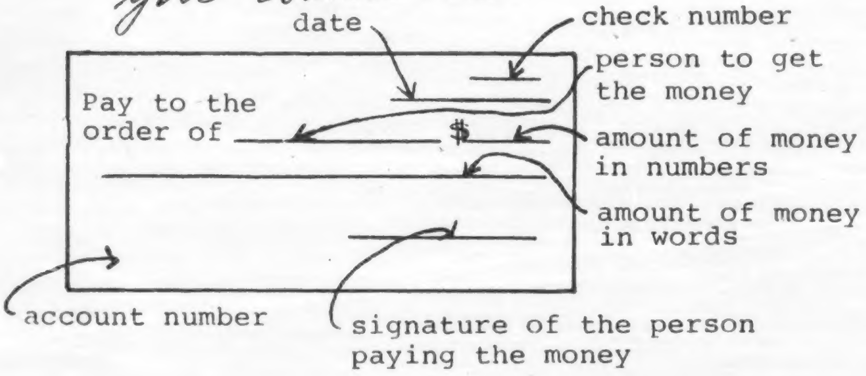
PASSBOOK: a small book that tells you the deposits, withdrawals, and interest on your savings account. The passbook also shows the balance in the account.

Name		Account Number	
	Deposit or Interest	Withdrawal	Balance

Passbook

CHECK: a slip of paper that tells your bank to take money out of your account and give it to the person named on the check.

I will write you a check to pay you back the money you loaned me.


date
check number
person to get the money
Pay to the order of
$
amount of money in numbers
amount of money in words
account number
signature of the person paying the money

Check

CHECKING ACCOUNT: a bank account used for ease in making payments (such as gas bills or telephone bills). A person can write a CHECK to take money from the account. Checks can be mailed more safely than cash.

I want to be able to pay my bills safely by mail, so I am going to open a checking account at the bank.

Checking Account

CASH: coins and bills.

TO CASH
A CHECK: to change a check to
coins and bills.

Please cash my check
so I can buy
the food.

Cash

BALANCE: the amount of money in
a bank account at any one time.

I took some money out
of my account, so
now my balance is
smaller.

Balance

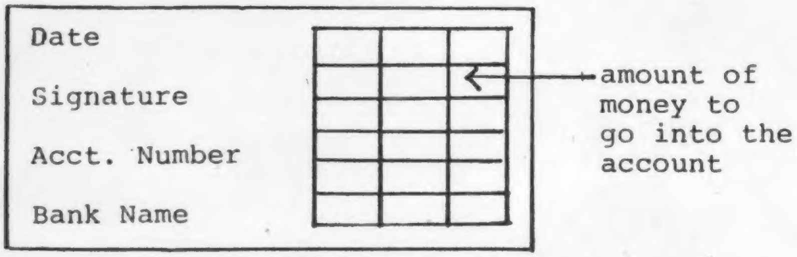
POST-DATE: to write a future date on a check; for example, if today is February 7, and a check is dated February 10, it is post-dated. Banks will not take or cash post-dated checks.

I wanted to post-date the check I was writing, but the bank would not accept it.

Post-Date

DEPOSIT: money put into a bank account.
TO DEPOSIT: to put money into a bank account.
DEPOSIT SLIP: a piece of paper telling the bank that you want to put money into a bank account (a savings or a checking account).

When I want to deposit money in my bank account, I write out a deposit slip and give it to the teller with the money.


Date
Signature
Acct. Number
Bank Name
amount of money to go into the account

Deposit, Deposit Slip

TO WITHDRAW: to take money out of a bank account.

WITHDRAWAL: money taken out of a bank account.

When I want to withdraw money from my bank account, I write out a withdrawal slip and give it to the teller.

Account # ______

Name ______

Address ______

Phone No. ______

amount of money to be taken out of the account

Withdrawal

Withdraw

TOTAL: to add up.

When I have written a list of the amounts of the checks, I will total the list.

Total

Worksheet 39b
Bank Teller

Match each word to its definition by drawing a line from the word to the phrase that defines it.

savings account

balance

account

post-date

checking account

total

interest

cash

passbook

check

to withdraw

deposit

to write a future date on a check

to add up

a slip of paper that tells the bank to take money out of your account and give it to the person named on the paper

a bank account used for ease in making payments

to take money out of a bank account

the amount of money in a bank account at any one time

coins and bills

a small book that tells you the deposits, withdrawals, and interest on your savings account

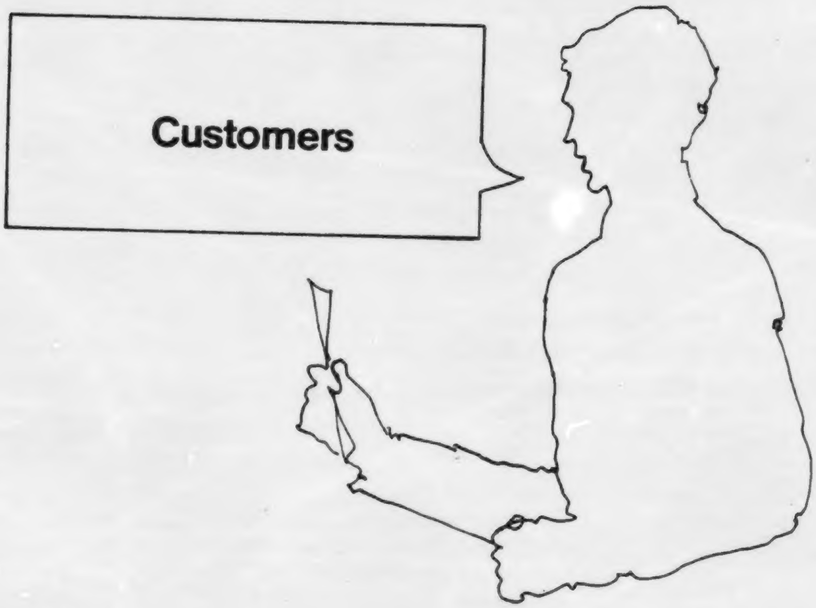
a bank account which earns interest

the amount that the bank pays you to keep your money in a savings account

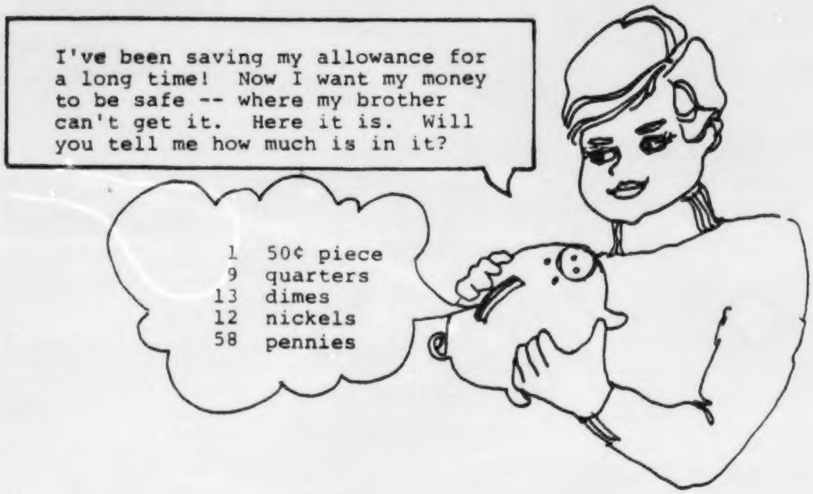
a bank service that lets a person keep money at a bank

money put into a bank account

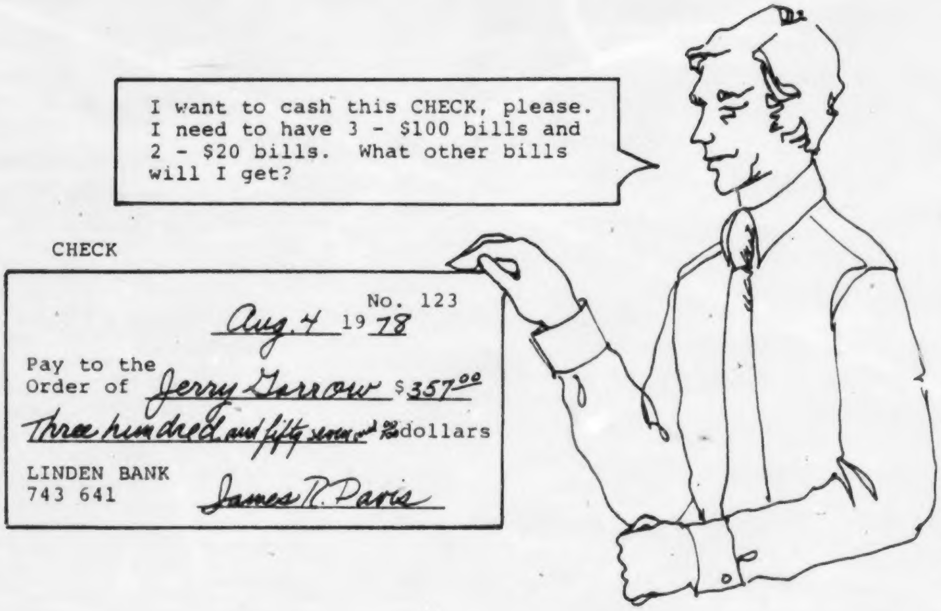
Worksheet 39c
Bank Teller



1


I've been saving my allowance for a long time! Now I want my money to be safe -- where my brother can't get it. Here it is. Will you tell me how much is in it?
1 50¢ piece
9 quarters
13 dimes
12 nickels
58 pennies

6


I want to cash this CHECK, please. I need to have 3 - $100 bills and 2 - $20 bills. What other bills will I get?

CHECK

No. 123

Aug. 4 1978

Pay to the Order of Jerry Garrow $357.00

Three hundred and fifty seven and 00/100 dollars

LINDEN BANK
743 641

James R. Davis

# he has of each coin	X	amount of each coin	=	amount of money he has in that kind of coin
1	x	$.50	=	
9	x	.25	=	
13	x	.10	=	
12	x	.05	=	
58	x	.01	=	
				+

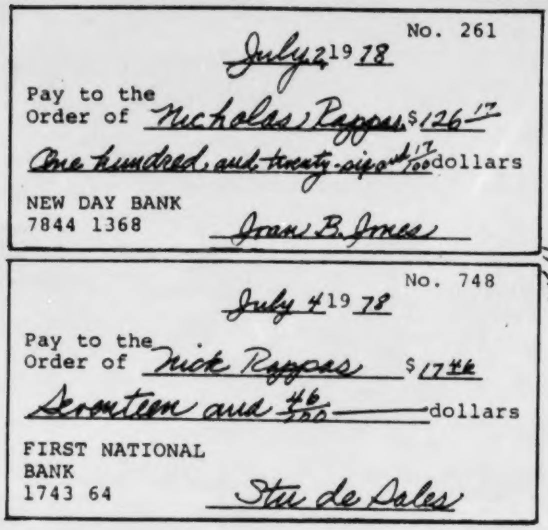
total amount of money in all coins

Add up 3 x $100 bills and 2 x $20 bills. Subtract that total from $357.

2

Hi --- I'm Nick Rappas. I want to CASH these two CHECKS. How much richer is old Nick going to be?

CHECKS



No. 261

July 2 19 78

Pay to the Order of Nicholas Rappas $126 17

One hundred and twenty-six and 17/100 dollars

NEW DAY BANK
7844 1368

Joan B. Jones

No. 748

July 4 19 78

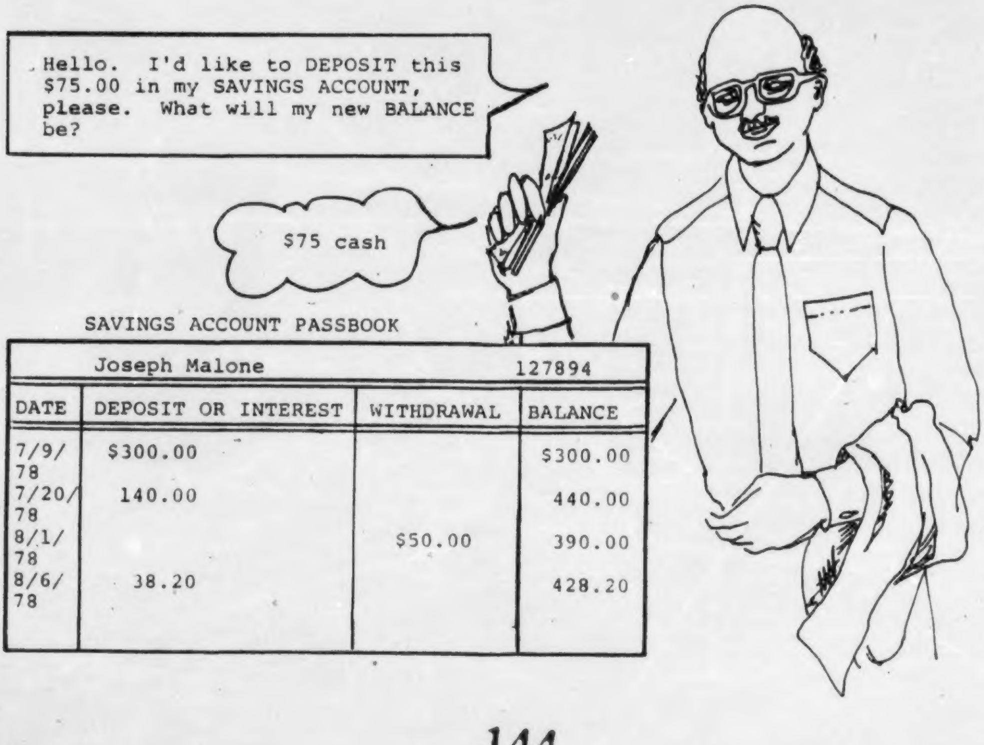
Pay to the Order of Nick Rappas $17 46

Seventeen and 46/100 dollars

FIRST NATIONAL
BANK
1743 64

Stu de Sales

7


Hello. I'd like to DEPOSIT this $75.00 in my SAVINGS ACCOUNT, please. What will my new BALANCE be?
$75 cash

SAVINGS ACCOUNT PASSBOOK

Joseph Malone			127894
DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
7/9/78	$300.00		$300.00
7/20/78	140.00		440.00
8/1/78		$50.00	390.00
8/6/78	38.20		428.20

Add the amount of money shown on each check.

Add $75.00 to the last balance listed in the passbook.

3

I'm so excited! I'm planning a vacation in Canada! I'm hoping that I've earned enough INTEREST on my SAVINGS ACCOUNT to pay for a 7-day trip instead of a 5-day trip. Would you please tell me how much INTEREST I've earned? I get 6% a year, I think, and my money has been in a full year.

TRAVEL
CANADA

SAVINGS ACCOUNT PASSBOOK

Sara Suzawa 65923

DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
7/2/77	$1200.00		$1350.00

8

Whew! I'm glad I got here before the bank closed. I just got off duty at the hospital. I want to DEPOSIT $320.00 of my paycheck in my CHECKING ACCOUNT and take the rest in CASH. How much CASH would that be?

CHECK

MERCY HOSPITAL No. 7178

July 9 1978

Pay to the Order of Marabelle Nowell $473 70/100

Four hundred and seventy-Three and 70/100 dollars

First Dollar Federal J.W. Gillette

18 946 743

To find 6% interest, multiply the deposit by .06.

$$\begin{array}{r} 1200 \\ \underline{\times .06} \end{array}$$

Subtract $320.00 from the amount of the check.

4

My mom says I can WITHDRAW $12.50. I'm going to buy a beautiful baby doll. I saw her in the toy store. Her name is Judy. My name is Tracy! What's your name? How much money will I have left in the bank?

SAVINGS ACCOUNT PASSBOOK

Tracy Sloan 78134

DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
May 4, 1977	$3.45		$3.45
June 17, 1977	2.76		6.21
June 30, 1977	.30 INT.		6.51
Nov. 8, 1977	15.00		21.51

WITHDRAWAL SLIP

78134 $12.50

Tracy Lee
74 Oak St.
Boston, Mass.

9

My baby is fussing for his lunch, so I didn't add this up. Would you TOTAL it for me, please?

CHECKING ACCOUNT DEPOSIT SLIP

Deposit

1/17 19 78

Gloria Rodino

Account Number

7 4 3 7 7 7

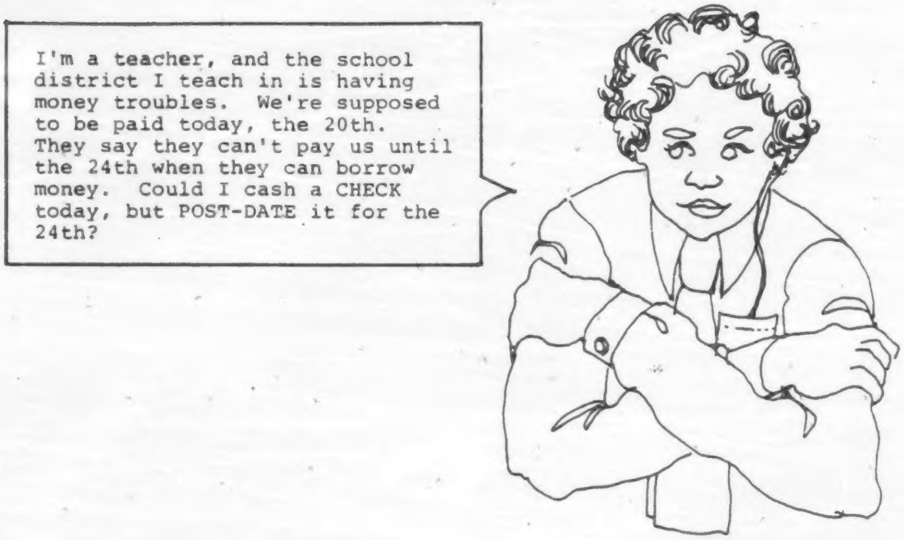
GRASSROOTS BANK

Cash	currency	34	–
	coin		40
checks		13	24
		10	–
Total			
less cash received			
Net deposit			

Subtract $12.50 from her last balance of $21.51.

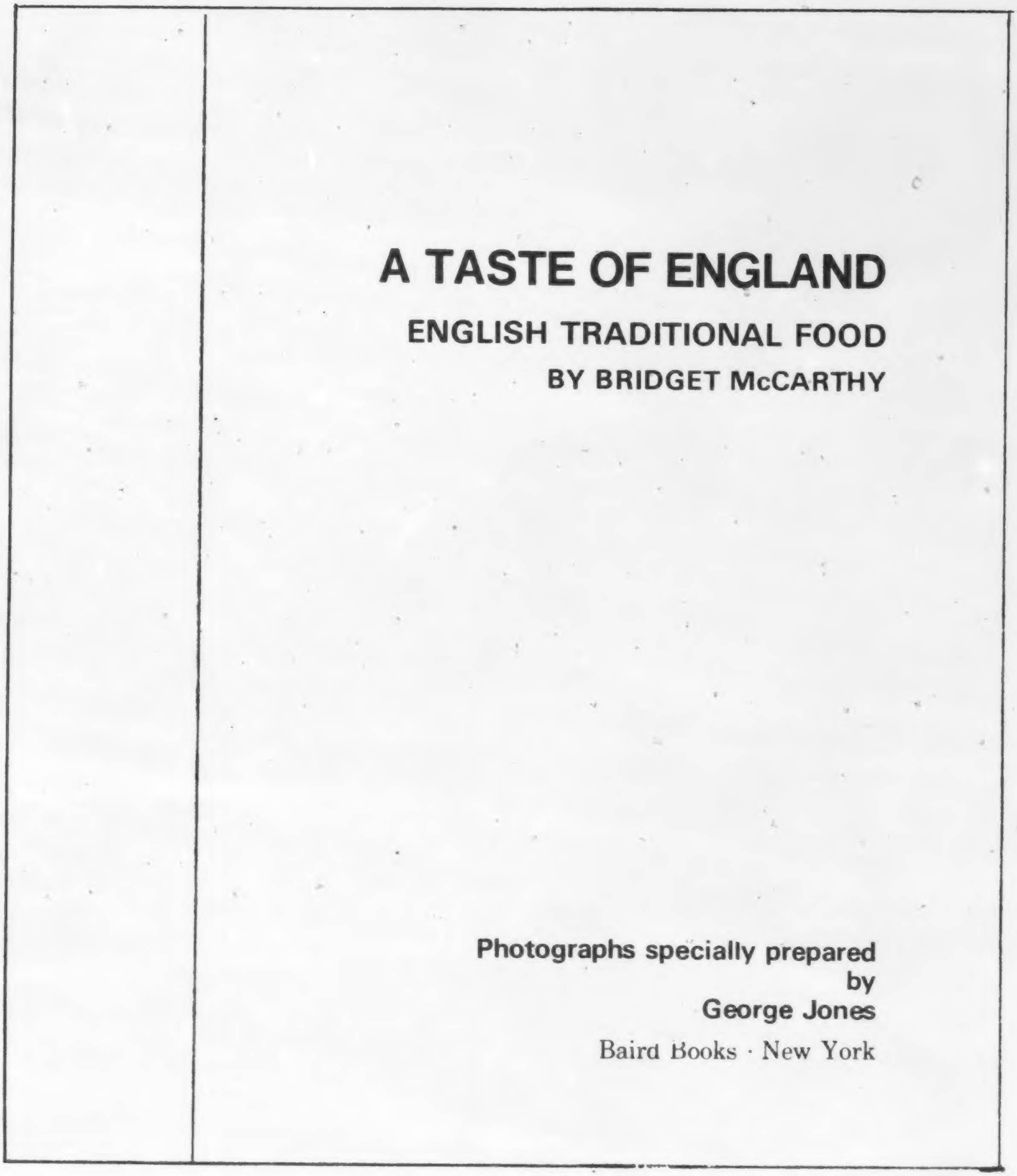
Add up the four amounts listed on the deposit slip.

5


I'm a teacher, and the school district I teach in is having money troubles. We're supposed to be paid today, the 20th. They say they can't pay us until the 24th when they can borrow money. Could I cash a CHECK today, but POST-DATE it for the 24th?

Go back to the first page
of this Customers booklet.
Do Problems 6 through 9.

Worksheet 40
Library Assistant



A TASTE OF ENGLAND

ENGLISH TRADITIONAL FOOD

BY BRIDGET McCARTHY

Photographs specially prepared
by
George Jones

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John Newland

Books, Incorporated · New York

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by

Richard A. Black

REMINGTON PUBLISHING COMPANY
NEW YORK

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